



North Dakota Department of Public Instruction
Kirsten Baesler, State Superintendent
600 E Boulevard Ave, Dept. 201
Bismarck, ND 58505-0440

APPLICATION FOR SELECTION OF CONTENT SPECIALIST COMMITTEE MEMBERS State Academic Content Standards in Foreign Language

September 30, 2020

The North Dakota Department of Public Instruction, Office of Academic Support (STATE), invites you to submit the Application for Selection to serve as a content specialist committee member to review and revise North Dakota state academic content standards in foreign language.

1. Program Summary

The STATE is seeking qualified individuals who will serve as select content specialists from schools and school districts PreK-12 and institutions of higher education, to review and revise the state's current K-12 academic content standards in foreign language (refer to <https://www.nd.gov/dpi/sites/www/files/documents/Academic%20Support/ForeignLang2001.pdf>).

The STATE's intent is to establish a content committee, for foreign language. This committee will study the implementation effects of the 2001 approved academic content standards in foreign language and draft any revisions to improve the structure and content of these standards regarding the state's future academic content standards in this academic discipline. Once complete, any committee recommendations will be submitted to the STATE for final approval by the state superintendent.

Recommendations from the content committees and public comments will be reviewed for approval by the state superintendent, as specified in NDCC 15.1-02-04 (3). If approved, the recommendations will result in adopting a new generation of academic content standards to guide local school districts in the development of local curricula. It is anticipated that this revision process will be completed in November 2020.

2. Definitions

STATE - North Dakota Department of Public Instruction, Office of Academic Support

APPLICANT - Licensed PreK-12 educator or authorized higher education faculty

NDCC - North Dakota Century Code

NDAC - North Dakota Administrative Code

Foreign Language Content Standards - North Dakota Foreign Language

3. Contact Information

Applicants must direct all communications regarding this Application for Selection to Davonne Eldredge. Unauthorized contact with other employees of the STATE regarding the application process, may result in disqualifying the Applicant.

Point of Contact: [Davonne Eldredge](#) **Phone:** 701-328-4525 **Fax:** 701-328-0203

4. Application Schedule

The following schedule lists the estimated dates the STATE will follow.

| | |
|---|---------------------|
| Application Open | September 30, 2020 |
| Survey Dates | October 19-30, 2020 |
| Applications Due | October 30, 2020 |
| Evaluation of Applicants | November 11, 2020 |
| STATE issues Notification of Selection | November 18, 2020 |
| Meeting 1 | December 9-10, 2020 |
| Meeting 2 | January 6-7, 2021 |
| Review Meeting | March 9, 2021 |
| Meeting 3 | April 12-13, 2021 |

5. Assistance to Applicants with a Disability

Applicants with a disability that need an accommodation should contact the point of contact for this application prior to the deadline for receipt of applications so that reasonable accommodations can be made.

6. Specifications

The STATE seeks a content specialist committee of approximately 15 foreign language content specialists for content-specific standards review and revision. The STATE seeks applicants from across PreK-12 schools and institutions of higher education that will represent representation of communities and schools statewide by:

- approximating regions,
- demographics, and
- school size.

Each of the committee may require the following approximate number of representatives (depending on available applicants), allowing for variation as follows:

- higher education (2);
- special education specialists (2);
- English language learner specialists (1);
- Sign language specialist (1);
- Native language specialists (2), and
- inclusion of content specialists from PreK-12 schools representing Title I Schoolwide and/or Targeted Assistance schools, schools of various size and schools regionally distributed (7).

The STATE seeks to form three proficiency-level strands for the content committee, consisting of comparable membership, representing the following levels:

- Novice
- Intermediate and
- Advanced

Members from institutions of higher education will participate in the advanced strand.

7. Submission Information and Deadline for Receipt of Applications

Applicants must submit **ONE (1) ELECTRONIC/PAPER COPY** of their application via Mail or Email. Applications must be submitted by the date specified in the Application Schedule above. Address applications to: Jane Gratz, Academic Support, Department of Public Instruction, 600 E. Boulevard Ave, Dept 201, Bismarck, ND 58501 Email: jmgratz@nd.gov

Applicants assume the risk of method of dispatch chosen. The STATE assumes no responsibility for delays caused by any electronic or physical mail delivery service. Failure to submit its application prior to the deadline may cause the application to be rejected. Late applications may not be accepted.

8. Description of Specific Tasks

Selected applicants will participate on the foreign language content committees, as content-specific committee members within one of three proficiency-level strands: Novice, Intermediate, or Advanced

Applicants will be required to perform the following activities:

- Review the content and structure of the state's current academic content standards in the foreign language content area for appropriateness;
- Review foreign language content standards from other states or content associations for possible preferable content and structure;
- Examine and set design for the proper articulation, breadth of inclusion, depth of knowledge, structural design, presentation of sequence, and support documentation of content standards;
- Draft new or amending content standards language, delineating a clear degree of partial or substantial approach to standards revision;
- Participate in discussions, analysis and drafting activities, and any votes required to resolve group decision making;
- Prepare multiple drafts leading to a final draft, incorporating public comments, generated by draft documents to prepare final supported document;
- Participate in any special preparation activities required;
- Draft support instructional narrative and appendices, as required; and
- Document edits to current content standards.

9. Location of Work

The work is to be performed, completed and managed in Bismarck, ND. The STATE will determine locations by the time selections are announced. Applicants are required to bring personal laptop computers to expedite project activities and enhance participation.

10. Experience

Applicants must meet prior experience requirements listed below. Applicant's failure to meet these experiences may cause its application to be rejected. Prior experience requirements are:

- a. Participation in previous state, district or school-level standards/curriculum development, alignment or implementation activities;
- b. Delivery of classroom-level, standards-based instruction to students; and
- c. Participation in team-centered professional development activities.

11. Professional Requirements

At the time specified by the deadline for submission of applications, the Applicant must have and keep current any professional teaching licenses required by federal, state, and local laws for performance of the Application for Selection. Applicants that do not possess required teacher licenses (PreK-12 educators) and a Letter of Support at the time applications are due may be rejected.

Faculty members within institutions of higher education must demonstrate that they are recognized faculty members within the appropriate content-specific department, as evidence through a letter of support from the department's dean or lead administrator. Applicants that do not possess required letters of support (higher education) at the time applications are due will be rejected.

12. Submission Requirements

The STATE discourages overly lengthy applications; however, for the STATE to evaluate applications fairly and completely, applicants must follow the format set out in this Application for Selection and provide all information requested.

Applicants must provide all documents, resumes, Letters of Support or other information specifically required in this Application for Selection including:

- ✓ Cover letter;
- ✓ Completed Application Form, Attachment A. Submission requirements: questions in Section III Professional Reflections shall be submitted double spaced and no smaller than 10 point font. Responses to the three questions shall not exceed one 8.5 x 11 page for each question, if necessary. Additional pages or materials submitted will not be accepted.
- ✓ Current resume;
- ✓ Letter of Support (Application Form, Part IV);
- ✓ Evidence that applicant is a PreK-12 school licensed North Dakota educator;
- ✓ Applicants from North Dakota institutions of higher education must provide information they are content-specialist faculty members within a recognized English or mathematics department;
- ✓ Specify the content area (i.e., English language arts/literacy or mathematics) for which they are applying for on the Application Form; and
- ✓ Because the nature of this effort requires knowledgeable content specialists, the STATE seeks applications of qualified educators that are validated a letter of support from designated educational leaders, including any of the following:
 1. Superintendents or assistant superintendents,
 2. Principals or assistant principals,
 3. Special education directors,
 4. School or district curriculum leaders,
 5. School or district assessment directors,
 6. School counselors,
 7. Higher education deans or department directors, or
 8. Other educational leaders responsible for the supervision of instructional staff.

13. Contract Dates

Applicants selected according to the requirements of the Application and evaluation outcome, will be contracted for a period beginning December 2020 through June 2021. Content specialists on the writing committee are expected to participate in each of four committee meetings, consisting of a total of six (6) days during the contract period.

Contract dates are subject to change. Tentative meeting dates are as follows:

- a. December 9-10, 2020 (2 days) Pending COVID-19 restrictions
- b. January 6-7, 2021 (2 days) Pending COVID-19 restrictions
- c. March 9, 2021, TBD (2 days)
- d. April 12-13, 2021, TBD (2 days)

14. Contract Budget

The STATE will provide a professional fee of \$225 per day plus reimbursement for meals, mileage and lodging (if applicable) at North Dakota state rates, for applicants serving on the content committee. The STATE will also reimburse substitute teacher pay up to \$110 per day, when applicable, to the school district upon receipt of a signed Expense Claim for Substitute Teacher form, SFN 58965 by a school official. For Applicant to receive reimbursement, Applicant must submit an Expense Claim for Non-department Employee form, SFN 9007 with applicable receipts. If Applicant does not already have a W-9 Form with the state, they are required to submit a completed W-9 Form along with their signed Contract.

15. General Approval Information

a. Application Evaluations

All applications will be reviewed to determine if they meet all requirements. An evaluation committee will evaluate responsive applications.

b. Notification of Selection

Committee selections will be based solely on the evaluation outcome of scores received from the evaluation committee set forth in the Application for Selection. See Evaluation Criteria, Attachment B.

The STATE reserves the right to adjust the size of the final committee membership to provide optimal benefit to the STATE's interests.

The point of contact for the Application will issue a written Notification of Selection and send copies of the Notice to all applicants that applied. The Notification of Selection will set out the names of all Applicants and identify those selected per the specifications in the Application for Selection. The scores and placement of Applicants will not be part of the Notification of Selection.

c. Standard Contract Provisions

Applicants must review Attachment C and notify the point of contact for the Application with any questions or objections before the application due date.

16. Confidentiality

Applicant shall not use or disclose any information it receives from STATE under the Contract that STATE has previously identified as confidential or exempt from mandatory public disclosure except as necessary to carry out the purposes of the Contract or as authorized in advance by STATE. STATE shall not disclose any information it receives from Applicant that Applicant has previously identified as confidential and that STATE determines in its sole discretion is protected from mandatory public disclosure under a specific exception to the North Dakota public records law, NDCC Ch. 44-04. The duty of STATE and Applicant to maintain confidentiality of information under this section continues beyond the term of the Contract.

17. Independent Entity

Applicant is an independent entity under the Contract and is not a State employee for any purpose, including the application of the Social Security Act, the Fair Labor Standards Act, the Federal Insurance Contribution Act, the North Dakota Unemployment Compensation Law and the North Dakota Workforce Safety and Insurance Act. Applicant retains sole and absolute discretion in the manner and means of carrying out Applicant's activities and responsibilities under the Contract, except to the extent specified in the Contract.

18. Conflict of Interest

Applicants must disclose any instances where any individuals working on the contract has a possible conflict of interest and, if so, the nature of that conflict (e.g., employed by the State of North Dakota). The STATE reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the applicant's response. The STATE's determination regarding any questions of conflict of interest is final.

19. Compliance with Public Records Laws

Applicant understands that, in accordance with the Contract's Confidentiality clause (Section 16), STATE must disclose to the public upon request any records it receives from Applicant. Applicant further understands that any records obtained or generated by Applicant under the

Contract, except for records that are confidential under the Contract, may, under certain circumstances, be open to the public upon request under the North Dakota public records law.

Applicant agrees to contact STATE promptly upon receiving a request for information under the public records law and to comply with STATE's instructions on how to respond to the request.

20. Right of Rejection

The STATE reserves the right to reject any application, in whole or in part. The STATE may reject any application that does not meet all material and substantial terms, conditions, and performance requirements of the Application for Selection.

Applicants may not qualify their response nor restrict the rights of the STATE. If an Applicant does so, the STATE may determine the application to be a non-responsive counter-offer and the application may be rejected.

The STATE may waive minor informalities that:

- a. do not affect responsiveness;
- b. are merely a matter of form or format;
- c. do not change the relative standing or otherwise prejudice other applicants;
- d. do not change the meaning or scope of the Application;
- e. are insignificant, negligible, or immaterial in nature;
- f. do not reflect a material change in the work; or
- g. do not constitute a substantial reservation against a requirement or provision.

The STATE reserves the right to reject any application determined not to be responsive, and to reject the application of an applicant determined not to be responsible. The STATE also reserves the right to refrain from entering into an agreement if it determines it to be in its best interest.

21. Clarification of Offers

Communications by the point of contact for the Application or the evaluation committee are permitted with an Applicant to clarify uncertainties or eliminate confusion concerning the contents of an application and determine responsiveness to the Application for Selection. Clarifications may not result in a material or substantive change to the application. The initial evaluation may be adjusted because of a clarification under this section.



**North Dakota Department of Public Instruction
APPLICATION FOR SELECTION OF
CONTENT SPECIALIST COMMITTEE MEMBERS**

State Academic Content Standards in Foreign Language

Application Form

Instructions for completing Application Form: The Application must be completed in its entirety. Section III is limited to one page (8.5x11 with no smaller than 10 point font) per response. Additional pages or materials, other than requested, will not be accepted.

I. BACKGROUND INFORMATION (required)

Name

Home Mailing Address

Current School/District or Higher Education Institution and Address

Home/Cell Number

Work Phone

Home Email Address

Work Email Address

II. PROFESSIONAL CONTENT AND STUDENT SUPPORT FOCUS

a. What content area are you applying for (select one):

Foreign Language

b. At what grade level(s) do you currently teach/support (check all that apply):

| | | |
|-----------|--------------|------------------|
| Preschool | Kindergarten | Grade 1 |
| Grade 2 | Grade 3 | Grade 4 |
| Grade 5 | Grade 6 | Grade 7 |
| Grade 8 | Grade 9 | Grade 10 |
| Grade 11 | Grade 12 | Higher Education |

c. Which, if any, of the following specialty areas do you hold direct responsibility for student instructional support (check all that apply):

English Language learners

Native Language Education

Sign Language Education

Special Education

d. Which, if any, of the following student demographic categories do you serve in your school (check all that apply):

African/American

Asian/Pacific

Hispanic

Native American

White

e. Which Title I school program applies for your school, if applicable?

Title I Targeted Assistance

Title I Schoolwide

N/A

III. PROFESSIONAL REFLECTIONS. PLEASE PROVIDE BRIEF NARRATIVE RESPONSES TO THE FOLLOWING QUESTIONS. (Limited to one 8.5 x 11 size paper, double spaced, no smaller than 10 point font for response to the following three questions. Additional pages or materials will not be accepted).

1. Describe your participation in previous state, district, or school-level standards/ curriculum development, alignment or implementation activities. Explain how this involvement has formed your understanding and practice of standards-based instruction.

- 2. Describe one specific instructional strategy you use to deliver classroom-level, standards-based instruction to students.**

- 3. Identify examples where you have participated in committee-based strategic planning with team members of differing approaches and/or conflicting interest. How would fellow committee members describe your style and effectiveness of participation?**

IV. SUPERVISOR'S LETTER OF SUPPORT

The STATE seeks assurances that every prospective Applicant demonstrates enough professional preparation and incorporates best-practice, standards-based instructional practices during student instruction. The STATE requests the independent validation of each Applicant's application with the submission of a letter of support from the Applicant's supervisor. Supervisors may include district superintendents, assistant superintendents, principals, assistant principals, special education directors, school or district curriculum leaders, school or district assessment directors, school counselors, higher education deans or department directors, or other educational leaders responsible for the supervision of instructional staff.

Letter of Support should provide brief statements validating the Applicant's engagement in any or all the following attributes:

- a. Participation in previous state, district or school-level standards/curriculum development or implementation activities;
- b. Delivery of classroom-level, standards-based instruction to students.
- c. Participation in team-centered professional development activities.

The STATE seeks brief, general or targeted statements of support. Letters of Support must be part of the Applicant's application form and included in the final submission.



North Dakota Department of Public Instruction

EVALUATION CRITERIA

**APPLICATION FOR SELECTION OF
CONTENT SPECIALIST COMMITTEE MEMBERS
State Academic Content Standards in Foreign Language**

Maximum Points Available is 100

Applicant Name: _____

Name of School: _____

Evaluator: _____

Date of Evaluation: _____

Evaluator:

I hereby certify that I do not have a conflict of interest with this Applicant. Neither I nor my immediate family members have a conflict of interest regarding this Applicant in response to this Application for Selection.

Signature _____ **Date** _____

APPLICATION EVALUATION

All applications will be reviewed to determine if they are responsive to the requirements of this Application for Selection. An evaluation committee will evaluate responsive applications. The evaluation will be based solely on the evaluation factors set forth in this Application for Selection. The evaluation will consider information obtained after any discussions with Applicant's determined to be reasonable for award.

1. PROFESSIONAL CONTENT AND STUDENT SUPPORT FOCUS 15 Points Maximum

Applicant will receive a maximum of 15 points, proportional to the number of completed required elements. Each required element is worth 3 points each.

- a. Content Area Points Awarded _____
- b. Grade Level Points Awarded _____
- c. Specialty Areas Points Awarded _____
- d. Student Demographic Categories Points Awarded _____
- e. Title I School Program Points Awarded _____

EVALUATORS TOTAL POINTS AWARDED _____

2. PROFESSIONAL REFLECTIONS 75 points Maximum

Applicant will receive up to 25 points for each of the narrative responses. Each narrative response will receive a score determined to be appropriate for demonstrated clarity, understanding of the question’s subject matter, and depth of professional insight. Point distribution will be determined by the following criteria.

| Point Value | Explanation |
|--------------------|---|
| 0-8 | Limited narrative development. Narrative demonstrates a limited understanding of the question’s content, a lack of clarity, and/or an insufficient development of professional practice. |
| 9-17 | Moderate narrative development. Narrative demonstrates a general appreciation of the question’s content, evidences clarity without providing detailed information, and/or provides adequate overall development of professional practices. |
| 18-25 | Exemplary narrative development. Narrative demonstrates an in-depth understanding of the question’s content, evidences clarity and provides detailed information, and/or provides specific, detailed development of professional practices. |

- a. Previous Participation in standards/curriculum development. Points Awarded _____
- b. Instructional Strategy in Classroom. Points Awarded _____
- c. Examples of previous participation in team centered professional development activities. Points Awarded _____

EVALUATORS TOTAL POINTS AWARDED _____

3. SUPERVISOR’S LETTERS OF SUPPORT 10 Points Maximum

Applicant will receive 10 points for the required submission of a Letter of Support from their supervisor.

EVALUATORS TOTAL POINTS AWARDED _____

OVERALL TOTAL POINTS AWARDED _____