



**JOB TITLE: Director, Multilingual California Grant (Full-time)  
Education Workforce Innovation Grant—Professional Learning Services**

**Application Deadline: July 23, 2020**

The California Association for Bilingual Education (CABE) is a non-profit organization dedicated to promoting biliteracy and educational equity for all students in California, with a focus on English Learners, in school settings. CABE works with organizations and partners statewide advocating for academic success and equity for students and their families with diverse cultural, racial and linguistic backgrounds.

**POSITION DESCRIPTION**

The Multilingual California Grant Director will promote and support CABE’s vision of biliteracy, multicultural competency, and educational equity for all. This full-time position will serve as the lead for the [CABE Multilingual California EWIG Grant](#) and serve as part of the CABE Professional Learning Services Team and full CABE Team. This position will lead the implementation of the EWIG grant awarded CABE for 2020-2023 with statewide partners. Multilingual California will promote the implementation of the EL Roadmap through the lens of multilingualism and multiculturalism, and provide professional learning, coaching and support to a variety of stakeholders in districts, sites, and organizations throughout California and other strategic locations. The grant includes four stages of implementation and a research and evaluation component. Full grant [narrative available here](#).

**ESSENTIAL JOB DUTIES**

- Provide key leadership for the effective implementation of the Multilingual California Grant.
- Possess educational expertise regarding programs for English Learners and multiliteracy for PreK-University level
- Provide direct support for the implementation of the CABE strategic plan
- Lead and collaborate with statewide partners on full implementation of the grant and the English Learner Roadmap.
- Support the implementation of the CABE Multilingual California EWIG Grant through partnering with county offices of education, school districts and sites, and providing professional learning in the areas of dual language immersion and language development per grant guidelines
- Understand and implement the goals and objectives of the grant
- Develop expertise in Liberatory Design and its implementation at site and district levels.
- Develop and monitor planning, strategy development and implementation of Multilingual California Innovations statewide.

- Oversee and provide content for the Multilingual California website and social media sites
- Coordinate and manage administrative aspects of grant such as budget and fund distribution and allocations, quarterly and annual reports, coordination with grant evaluators, documentation and reporting to CDE and legislature, and careful record keeping.
- Coordinate and support the management of different team members who will collaborate with the grant.
- Maintain strong communication with State, IHE, County, District, and Site Leaders.
- Create and develop clear, concise, engaging, and interactive presentations and workshops in both Spanish and English that build upon the assets and address the needs of English Learners while promoting highly effective biliteracy programs
- Stay current on the latest research, pedagogy, teaching and learning strategies, and assessment and accountability measures relating to English Learner success and strong, sustainable biliteracy programs
- Possess knowledge and awareness of Spanish-speaking/other cultures and languages, the California public school system, second language acquisition theory, community and adult learning theory, CA Education Code and federal requirements regarding English Learner education
- Collaborate with and provide services to other local, state, national, and international educational organizations
- Support and participate in CABE conferences, institutes and other events
- Participate in the CABE Professional Learning Collaboration Team and consultant meetings
- Approach work with a positive, collaborative, solution-based approach
- Perform other duties as assigned

### **PREFERRED JOB QUALIFICATIONS**

Experience working in an educational setting in positions such as district, site or county office administrator/leader, coach and/or mentor with expertise leading or participating in grants that serve English Learners and biliteracy programs.

Expertise in any of the following areas:

- Experience as a site, district or county office administrator
- Leadership in biliteracy/dual language programs (preK, elementary and/or secondary levels)
- Administrative experience, grant leadership, and teaching strategies to support student development of academic language development in English, Spanish, and/or other languages.
- Understanding of the difference between English and Spanish literacy instruction across the grade levels
- Deep understanding and implementation of research supportive of multilingual literacy and language development.
- Understanding of Integrated and Designated English Language Development (ELD) and Spanish Language Development (SLD)
- Supporting administrators and teachers in the administration of the English Learner Proficiency Assessments for California (ELPAC) and in how the student scores inform instruction

- Supporting the language development and academic success of all typologies of English Learners.
- Understanding and integrating cross-linguistic transfer into instruction
- Differentiating instruction through the provision of Integrated ELD, TK-6 and/or 6-12, for English Learners across all content areas and in different program and strategy environments.
- High levels of literacy (listening, speaking, reading, and writing) in English and other language.
- Experience coordinating data collection for research and evaluation.
- Skill in networking with educational organizations; partnering with educational leaders, districts, school sites, and teachers; communicating with multilingual/multicultural community members
- Experience with multimedia and social media resources and tools, website content, and online content.

### **INTERPERSONAL SKILLS**

- Continue to develop and strengthen CAFE's professional profile and customer service.
- Work, coordinate and partner closely with statewide partners inclusive of the California Department of Education, IHEs, non-profit education and community organizations, county offices of education, school districts and school sites.
- Exemplify qualities that represent CAFE's values of equity, servant leadership, respect, cultural and linguistic human rights, and integrity.
- Approach work with a positive, collaborative, solution-based, and creative approach.
- Lead and support cross team collaboration within the CAFE Staff
- Strong organizational leadership and communication skills.

### **REQUIREMENTS**

- Possess a California Teaching Credential and an Administrative Services credential or equivalent
- Possess a Master's Degree/equivalent or higher
- Possess a Bilingual Teacher Authorization (BCC, BCLAD, Bilingual Authorization), out-of-state equivalent, or complete requirement within one year of hire
- Demonstrate proficiency in Spanish and English (bilingual/biliterate); additionally, fluency in other languages taken into consideration
- Ability to regularly travel long distances and stay overnight within California, the US and internationally.
- Possess a valid California Driver's License and obtain a US passport (or other required documents for international travel) within two months of hire date
- Possess technological proficiency (e.g. MS Office [including, but not limited to, Word, Excel, PowerPoint], Adobe Acrobat, Google Apps, and social media)
- Physical abilities include standing and sitting for extended periods, talking/hearing, near and far visual acuity, pushing/pulling, lifting, reaching, carrying, field of vision, and fine manual dexterity.
- Ability to work independently and interdependently, work collaboratively with a variety of individuals and groups, communicate effectively verbally and in written form, exercise sound judgment, interpret and communicate policies and

procedures, model norms of behavior that reflect CABA's high expectations for its team members, ability and availability to travel to various schools, districts, and conference/event locations

#### **COMPENSATION**

- Salary Range: \$105,000-\$110,000 annual (salary commensurate with experience)
- Medical, dental, vision, life insurance and 403 (b) retirement plan
- Mileage and travel reimbursement as per CABA's "Travel and Business Expense Guidelines"
- Cell phone allowance

#### **TO APPLY**

- Complete the CABA Job Application at <https://fs3.formsite.com/cabefrms/form155/index.html>
- Applications must include a Resume, Letter of Introduction and Intent, and three letters of reference
- Deadline: July 23, 2020