



**JOB TITLE: Assistant Director
Family and Community Engagement (FACE)**

The California Association for Bilingual Education (CABE) is a non-profit organization dedicated to promoting biliteracy and quality educational experiences 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 Assistant Director will promote and support CABE's vision of biliteracy, multicultural competency, and educational equity for all. This full-time position will advance the educational foundation and outreach through the development and delivery of curriculum and other work products and resources that support successful and sustainable English Learner and biliteracy programs. This position will coordinate and provide professional learning, coaching and support to a variety of partners at districts, sites, and organizations throughout California and other strategic locations. The Assistant Director reports directly to the Director of Family and Community Engagement.

ESSENTIAL JOB DUTIES

CABE Vision

- Actively support and advance CABE's vision of biliteracy, multicultural competency, and educational equity for all, and the implementation of the CABE Strategic Plan.

TASKS AND RESPONSIBILITIES

- Coordinate and facilitate the development of content and resources for CABE professional learning offerings and special projects, including, but not limited to, creating workshop modules, institutes, and online content.
- Create and deliver clear, concise, engaging, and interactive presentations and workshops in both Spanish and English.
- Partner with county offices of education, school districts and sites to provide professional learning in virtual and in-person formats.
- Evaluate the effectiveness of learning initiatives through surveys and participant feedback and use data-driven insights to continuously improve and refine special projects.
- Communicate with potential partners to develop proposals and MOUs based on the desired outcomes of the collaboration.
- Collect, analyze, and recommend appropriate responses to field data.

- Collaborate across departments to provide support for aligned and coordinated efforts around professional learning.
- Write and deliver progress reports to the director.
- Other duties as assigned.

QUALIFICATIONS

- Five years of certificated / credentialed (or equivalent) service.
- Reside in (or be willing to relocate to) Southern California.
- Possess a California Teaching Credential and/or an Administrative Services credential (or equivalent).
- Possess a Bilingual Teacher Authorization (BCC, BCLAD, Bilingual Authorization, or equivalent, or complete requirement within one year of hire).
- Demonstrate proficiency in Spanish and English (bilingual/biliterate).
- Ability to work and multi-task in a fast-paced environment.
- Experience creating and delivering in-person, remote and hybrid professional learning programs.
- Ability to work independently, interdependently, and collaboratively with a variety of individuals and groups.
- Ability to address new challenges with a positive, solution-based approach.
- Ability to communicate effectively verbally and in written form.
- Possess technological proficiency with Microsoft Office and other software.
- Ability to exercise sound judgment, interpret and communicate policies and procedure, model norms of behavior that reflect high expectations.
- Willing to travel to various schools, districts, and conference/event locations.
- Ability to work a flexible schedule inclusive of extended hours and some weekends.
- Physical abilities include standing and sitting for extended periods, speaking/hearing, near and far visual acuity, normal field of vision, pushing/pulling, lifting, reaching, carrying (up to 25 lbs.), fine manual dexterity.

INTERPERSONAL SKILLS

- Continue to develop and strengthen CAFE's professional profile and service.
- Work collaboratively within and across departments.
- Address new challenges and projects with a positive and solutions-based approach.

QUALIFICATIONS

- 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.
- Knowledgeable and experienced in Spanish-speaking or other language programs represented in the California public school system, second language acquisition theory, community and adult learning theory, California Education Code, and federal requirements regarding English Learner education.
- Expertise in TK-12 grade program development and implementation for English Learners / Biliteracy Students and programs.

- Possession of a valid California Driver's license with reliable transportation.

COMPENSATION AND BENEFITS

- \$110,000 - \$120,000 annual salary, commensurate with experience.
- Mobile telephone allowance.
- Comprehensive health and wellness plan – medical, dental, vision, and life insurances.
- 403(b) retirement plan with employer contribution.
- Hybrid schedule featuring remote work and alternative work schedules.
- Mileage and travel reimbursements for corresponding work in the field.
- Access to CABE conferences and professional development.
- Networking opportunities with other professionals.
- Contribution to the development of knowledge in the field.
- Collaboration with dedicated colleagues sharing a bilingual education commitment.
- Influence equitable practices.

To apply, please complete an application at:

- Complete the CABE Job Application at <https://fs3.formsite.com/cabeforms/form155/index.html>
- Applications **must** include a Resume, Letter of Introduction and Intent, and three letters of reference.
- Deadline to apply: Until filled.