



JOB TITLE: Assistant Director of Professional Learning

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 of Professional Learning will support the development of coherent, comprehensive, and ongoing professional preparation and support programs based on well-defined standards of practice to implement a powerful vision of excellent teaching for English Learners and biliteracy students. This position will support the refinement and implementation of CABE's Professional Learning Framework to develop the highest quality teachers and administrators. It will contribute to the development, maintenance, and implementation of the professional learning business plan as well as provide professional learning, coaching, and support for educational partners, PLS department staff. This full-time position reports directly to the Director of Professional Learning.

ESSENTIAL JOB DUTIES

CABE Vision:

- Actively support the CABE vision of biliteracy, multicultural competency and educational equity for all.
- Assist the Director of Professional Learning in leading the CABE Professional Learning Services (PLS) team and support its alignment to the CABE strategic plan.

TASKS AND RESPONSIBILITIES

- Provide educational experience and expertise regarding Pk-12 English Learners and Biliteracy/Dual Language programs.
- Support the Director of CABE's Professional Learning Services in implementing department procedures and effectively carrying out assigned responsibilities.
- Coordinate and contribute to the development of high-quality content and resources to support CABE's professional learning offerings, including, but not limited to, workshop modules, institutes, online content, networks, instructional resources, and

data collection systems in English and Spanish.

- Develop and coordinate contracts with county offices of education, school districts, school sites, and other educational groups to meet fiscal and programmatic goals.
- Work with the Professional Learning Programs Specialist to coordinate and schedule the delivery of contract services.
- Deliver professional learning services to fulfill contracts commitments, consulting projects, invitational event responsibilities, and partner requests.
- Provide targeted professional learning, coaching, and training for new and current full time and part-time professional learning specialists and staff.
- Coordinate the development of presenter tool kits, video vignettes highlighting best practices, training resources, asynchronous academies, and instructional materials to support the implementation and expansion of professional learning services.
- Collaborate with and provide services to other local, state, national, and international educational educators and/or organizations.
- Oversee the maintenance of the PLS CAFE webpage, online brochure, and social media networks.
- Collaborate across departments to provide support for aligned and coordinated efforts around professional learning.
- Support the development and expansion of strong local, state, national, and international programs, and partnerships.
- Write and deliver progress reports to the director.
- Perform other duties as assigned.

QUALIFICATIONS

- Experience in working and leading in an educational setting as an EL/Dual language administrator, supervisor, lead teacher, mentor, coach, or professional developer.
- Skills in working with educational organizations, partnering with educational leaders, communicating with multilingual/multicultural community members, using up to date technology tools, and supporting a business plan.
- Knowledgeable and experienced in working with Spanish-speaking and other language programs represented in the California public school system, second language acquisition theory, community and adult learning theory, CA Education Code, and federal requirements regarding English Learner education.
- Professionally 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. Thorough knowledge of:
 - The California Quality Professional Learning Standards (CDE, March 2015).
 - The Guiding Principles of Dual Language Education, 3rd edition.
 - California frameworks and standards such as the ELA/ELD Framework, the English and Spanish Language Development Standards, the Common Core State Standards, the Common Core en español, and other content area standards and frameworks.
 - The California English Learner Roadmap Policy.
- Experience creating and delivering in-person, remote and hybrid professional learning

programs.

- Expertise with effective literacy/biliteracy instruction, ELD/SLD practices, translanguaging, and authentic Spanish literacy instruction.

INTERPERSONAL SKILLS

- Continue to develop and strengthen CABE's professional profile and customer service.
- Exemplify qualities that represent CABE'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.

JOB REQUIREMENTS

- Meet qualifications as listed above.
- Reside in (or be willing to relocate to) Southern California.
- Master's degree (or equivalent).
- Possess California Teaching Credential with Bilingual Certification/Authorization and graduate level degree or certification (e.g. Administrative Services Credential, MBA, etc.).
- Possess an Administrative Services Credential, an out-of-state equivalent, or at least 3 years of experience in a leadership position within the education system. If neither requirement is met, the candidate must attain an Administrative Services Credential within 4 years of hiring.
- Minimum 5 years of teaching experience.
- Possess technological proficiency (e.g., MS Office [including, but not limited to, Word, Excel, PowerPoint], Adobe Acrobat, Google Apps, Zoom, Teams, and social media)
- Ability to travel regularly to local and overnight events and work some weekends and extended hours.
- 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.
- Demonstrate proficiency in Spanish and English (bilingual/biliterate); additionally, fluency in other languages will be taken into consideration.
- Physical abilities include standing, sitting, and driving for extended periods, talking/hearing, near and far visual acuity, pushing/pulling, lifting, reaching, carrying, field of vision, fine manual dexterity.
- Possess the 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 CABE's high expectations for its team members.

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COMPENSATION AND BENEFITS

- Salary Range: \$110,000-\$120,000 annual (salary commensurate with experience).
- Full-time (exempt).
- Comprehensive health and wellness plan – medical, dental, vision, and life insurances.
- Mileage and travel reimbursement.
- Cell phone allowance.
- Hybrid work setting and alternative work schedule.
- Access to CABE conferences and professional development.
- Opportunities to attend conferences, trainings, and capacity building programs.
- Networking opportunities with other professionals.
- Contribution to the development of knowledge in the field.
- Collaboration with dedicated colleagues sharing a bilingual education commitment.

TO APPLY

- 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