



## **JOB TITLE: Professional Learning Specialist (Full-time)** Professional Development Services (PDS)

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 Professional Learning Specialist 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 of CABE Professional Development Services (PDS) 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 provide professional learning, coaching and support to a variety of stakeholders in districts, sites, and organizations throughout California and other strategic locations. The Professional Learning Specialist reports directly to the Director of Professional Learning.

### **ESSENTIAL JOB DUTIES**

#### **CABE Vision**

- Actively support CABE's vision of Biliteracy, Multicultural Competency and Educational Equity for All.
- Advance the CABE vision, strategic plan, and priorities.

#### **Key Characteristics**—(The following qualities are desired for this position)

- Educational expertise in Pre-K-12 grade program development and implementation for English Learner/biliteracy students and programs.
- Experience leading and collaborating on the development of content and resources for CABE professional learning offerings, including, but not limited to, creating workshop modules, institutes, online content, and data collection and analysis.
- Experience partnering with county offices of education, school districts and sites, and providing professional learning in the areas of dual language immersion and language development.
- Experience in creating and developing 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 that are aligned with:

- CAFE's vision, mission, and goals of the CAFE Strategic Plan.
- 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 CAFE CREATE Framework.
- The California English Learner Roadmap Policy.
- 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.
- 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.
- Experience in collaborating with and providing services to other local, state, national, and international educational educators and/or organizations.
- Experience in supporting and participating in professional development offerings, instructional coaching, conferences, institutes, and other educational events.
- Ability to communicate with potential partners to develop proposals and MOUs based on the desired outcomes of the collaboration.
- Positive, passionate, collaborative, solution-based, and creative work style.
- Ability to develop and present highly engaging professional development presentations, coaching, and support in both Spanish and English.
- Willingness to perform other duties as assigned.

## **JOB REQUIREMENTS**

- Possess a California Teaching Credential and/or an Administrative Services credential or out-of-state equivalent.
- Possess a Master's Degree or equivalent.
- 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 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, Zoom, Teams, and social media).
- Possess physical abilities including 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.

- 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, ability, and availability to travel to various schools, districts, and conference/event locations.
- Flexibility to work on some weekends.

### **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.

### **PREFERRED JOB QUALIFICATIONS**

Experience working in an educational setting in positions such as an English Learner/Biliteracy or Dual Language Specialist, lead teacher, mentor, coach and/or administrator.

Expertise in any of the following areas:

- Leadership in dual language programs (elementary and/or secondary levels).
- Delivering professional development through in person and remote video applications such as Zoom, Google Classroom, etc.
- Teaching strategies to support student development of Spanish and English academic language.
- Understanding the difference between English and Spanish literacy instruction across the grade levels.
- Implementing Integrated and Designated English Language Development (ELD).
- Understanding of the Spanish Language Development (SLD) process.
- Supporting 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 Newcomers and Long-Term 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.
- Developing formative, interim, and summative assessments for measuring literacy and language proficiency.
- High levels of literacy (listening, speaking, reading, and writing) in Spanish and English.
- Skill in networking with educational organizations; partnering with educational leaders, districts, school sites, and teachers; communicating with multilingual/multicultural community members.

## COMPENSATION

- Salary: \$105,000 - \$120,000 annual salary (commensurate with experience)
- Full time (exempt)
- Medical, dental, vision, life insurance and 403 (b) retirement plan
- Mileage reimbursement
- Cell phone allowance
- Flexible work location

## TO APPLY

- CAFE Job Application Online Form at <https://fs3.formsite.com/cabefrms/form155/index.html>
- Applications must include a Resume/Curriculum Vitae, Letter of Introduction and three letters of reference within the last two years.
- Deadline to Apply: **Open Until Filled**