



## **CONTRACT CONSULTANT OPENING: Spanish Dual Language Immersion (Pre-K-12<sup>th</sup> grade) Open Until Filled**

### **POSITION DESCRIPTION**

The California Association for Bilingual Education (CABE) is seeking consultant(s) for its Professional Development Services (PDS) program to promote and support the CABE vision of biliteracy, multicultural competency, and educational equity for all. This Contract Consultant will focus primarily on providing professional development and consulting for dual language immersion and biliteracy program in Spanish and English that reflects current research on English Learners and biliteracy and provides support to key priorities of the CABE strategic plan. This is a Contract Consultant opening offered on a per-diem basis as contracts become available. This contract position coordinates directly with the Director of CABE PDS.

### **POSITION REQUIREMENTS**

**Fully biliterate** (reading, writing, listening, speaking) in Spanish and English

**Available weekdays** (Monday-Friday) from 7 am to 5 pm

**Experience** in working in a Spanish/English Dual Language Immersion educational setting as a teacher, administrator, specialist, lead teacher, mentor, and/or coach

**Expertise** in any of the following areas:

- Developing and presenting engaging, interactive professional learning opportunities (for Pre-K, elementary and secondary teachers, administrators)
- Dual Language Immersion programs (Pre-K, elementary and secondary levels)
- English Learner programs (Pre-K, elementary and secondary levels)
- Developing curriculum for biliteracy, dual language immersion, and English Learner programs
- Developing academic language and literacy in Spanish
- Teaching key Spanish academic language and content skills at each grade level
- Integrated and Designated English Language Development (ELD)
- Integrated and Designated Spanish Language Development (SLD)
- Special populations (English Learner/biliteracy students with disabilities, gifted and talented)
- Cross-linguistic transfer (Spanish, English)
- Supporting the language development and academic achievement of Long-Term English Learners
- Differentiating instruction in Spanish or English through the provision of Integrated SLD and/or ELD, Pre-K-6 and/or 6-12, for English Learners in the following content areas:
  - Mathematics, based on the *Common Core State Standards (CCSS) for Mathematics* and the *Standards for Mathematical Practice*
  - Science, based on the *Next Generation Science Standards (NGSS)* and the standards for *Literacy in History/Social Studies, Science, and Technical Subjects*
  - History/social science instruction, based on the history/social science standards and the standards for *Literacy in History/Social Studies, Science, and Technical Subjects*
  - Language arts instruction, based on the *California Common Core State Standards (CCSS) en español for Spanish Language Arts* or *CCSS English Language Arts*

**Skill** in working with educational organizations, partnering with educational leaders, districts, school sites, and teachers; communicating with multilingual/multicultural community members, using up-to-date technology tools, including, but not limited to, Microsoft Office (Word, PowerPoint, Excel, Access, etc.), Adobe Acrobat (PDF), and Google applications.

**Knowledge/Awareness of** the California public school system; second language acquisition theory; *Guiding Principles for Dual Language Education, 3<sup>rd</sup> edition*; *California Spanish Language Development (SLD)* and *English Language Development (ELD) standards*; content standards (including the *CCSS en español for Spanish Language Arts*); curriculum frameworks; research-based best instructional practices for Spanish Learners and English Learners and how to develop bilingualism/biliteracy, high academic achievement, and sociocultural competence; English Language Proficiency Assessments for California (ELPAC); California Education Code; federal requirements regarding English Learner education and multilingual programs available for all students; community and adult learning theory

**Ability** to work independently and interdependently as well as 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 CAFE's high expectations for its consultants, ability and availability to travel to various schools, districts, and conference/event locations

**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

#### **CONSULTANT WILL BE ABLE TO:**

- Provide educational expertise regarding English Learner and Dual Language Immersion/biliteracy programs
- Provide clear, concise, engaging, and interactive presentations and workshops that are aligned with the *California Quality Professional Learning Standards* on addressing the needs of English Learners and promoting Dual Language Immersion/biliteracy programs
- Support the development and content of resources for CAFE
- Base all professional learning and consultations on, directly link to, and align with the:
  - California content standards, including (but not limited to):
    - *English Language Development (ELD) standards*
    - *Spanish Language Development (SLD) standards*
    - *CCSS en español for Spanish Language Arts*
  - California curriculum framework for each content area
  - *Guiding Principles for Dual Language Education, 3<sup>rd</sup> edition* (for Dual Language Immersion/biliteracy programs)
- Support the implementation of the CAFE strategic plan
- Work collaboratively with CAFE team members and consultants to enhance educational content and focus in professional learning offerings
- Approach work with a positive, collaborative, solution-based approach

#### **QUALIFICATIONS**

- Meet position requirements as listed above
- Possess a valid California Driver's License
- Possess general liability insurance
- Possess California Teaching Credential and/or Administrative Services credential (preferred)
- Possess Bilingual Authorization or equivalent (preferred)
- Possess Master's Degree or equivalent (preferred)

#### **COMPENSATION**

*Updated: August 30, 2019*

- Per diem or short- and long-term projects: as negotiated (depending on experience)
- Mileage and travel reimbursement as per CABE PDS's "Travel and Business Expense Guidelines"

#### **APPLICATION**

- CABE PDS Consultant Application (see page 4)
  - Letter of introduction/intent
  - Résumé or Curriculum Vitae
  - Three (3) letters of recommendation (less than two years old)
  - Send all application materials (in PDF format) to [andrea@gocabe.org](mailto:andrea@gocabe.org) or mail to: CABE PDS, 20888 Amar Road, Walnut, CA 91789
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# CABE PROFESSIONAL DEVELOPMENT SERVICES

Consultant Application



APPLICANT INFORMATION											
Last Name			First			M.I.		Date			
Street Address						Apartment/Unit #					
City				State				ZIP			
Phone				E-mail Address							
Position Applied for											
EDUCATION											
High School			Address								
From		to		Did you graduate?		<input type="checkbox"/> Yes		<input type="checkbox"/> No			
College			Address								
From		to		Did you graduate?		<input type="checkbox"/> Yes		<input type="checkbox"/> No		Degree	
College			Address								
From		to		Did you graduate?		<input type="checkbox"/> Yes		<input type="checkbox"/> No		Degree	
Other			Address								
From		to		Did you graduate?		<input type="checkbox"/> Yes		<input type="checkbox"/> No		Degree	
REFERENCES											
<i>Please list three professional references (not family or friends; different than those who write letters of recommendation).</i>											
Full Name				Relationship							
Company				Phone							
Address											
Email											
Full Name				Relationship							
Company				Phone							
Address											
Email											
Full Name				Relationship							
Company				Phone							
Address											
Email											

**EMPLOYMENT HISTORY (List most recent first)**

District/Organization				Phone			
Address				Supervisor			
Job Title				Starting Salary	\$		
Was this a Dual Immersion position?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Did you use your biliteracy skills in Spanish in this position?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If you were required to use your biliteracy skills in Spanish, describe how you used them.							
Responsibilities							
Employed there from		to		May we contact your supervisor for a reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

District/Organization				Phone			
Address				Supervisor			
Job Title				Starting Salary	\$		
Was this a Dual Immersion position?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Did you use your biliteracy skills in Spanish in this position?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If you used your biliteracy skills in Spanish, describe how you used them.							
Responsibilities							
Employed there from		to		May we contact your supervisor for a reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

District/Organization				Phone			
Address				Supervisor			
Job Title				Starting Salary	\$		
Was this a Dual Immersion position?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Did you use your biliteracy skills in Spanish in this position?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If you used your biliteracy skills in Spanish, describe how you used them.							
Responsibilities							
Employed there from		to		May we contact your supervisor for a reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**CREDENTIALS/AUTHORIZATIONS**

<input type="checkbox"/> Elementary multiple subject credential from <input type="checkbox"/> California or <input type="checkbox"/> state: ____
<input type="checkbox"/> Secondary single subject credential from <input type="checkbox"/> California or <input type="checkbox"/> state: ____ in (subject area): _____
<input type="checkbox"/> Education Specialist (special education) credential from <input type="checkbox"/> California or <input type="checkbox"/> state: ____
<input type="checkbox"/> Administrative services credential from <input type="checkbox"/> California or <input type="checkbox"/> state: ____
<input type="checkbox"/> California Bilingual Certificate of Competence (BCC) in Spanish
<input type="checkbox"/> California Bilingual, Crosscultural, Language, and Academic Development (BCLAD) credential or certificate in Spanish
<input type="checkbox"/> California Bilingual Authorization in Spanish (BASP)
<input type="checkbox"/> Out-of-state bilingual credential/authorization/certification

**LANGUAGES** (Indicate your level of literacy and fluency in all languages other than English)

Language:	Literacy				Spanish Fluency Level			_____ Fluency Level		_____ Fluency Level	
	Listening	Speaking	Reading	Writing	<input type="checkbox"/> Native speaker	<input type="checkbox"/> Advanced	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Beginner	<input type="checkbox"/> Native speaker	<input type="checkbox"/> Advanced	<input type="checkbox"/> Intermediate
Spanish	<input type="checkbox"/> Native speaker	<input type="checkbox"/> Advanced	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Beginner	<input type="checkbox"/> Native speaker	<input type="checkbox"/> Advanced	<input type="checkbox"/> Intermediate				
	<input type="checkbox"/> Advanced	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Beginner		<input type="checkbox"/> Advanced	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Beginner				
	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Beginner			<input type="checkbox"/> Intermediate	<input type="checkbox"/> Beginner					
	<input type="checkbox"/> Beginner				<input type="checkbox"/> Beginner						

**PROFESSIONAL DEVELOPMENT PRESENTATIONS**

Topic											
Date											
School/Organization											
Topic											
Date											
School/Organization											
Topic											
Date											
School/Organization											
Topic											
Date											
School/Organization											

AVAILABILITY						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From:	From:	From:	From:	From:	From:	From:
To:	To:	To:	To:	To:	To:	To:

Number of days you are willing to work each month: \_\_\_\_\_

Are you willing to travel? Yes \_\_\_\_ No \_\_\_\_ If so, how far are you willing to travel? \_\_\_\_\_

How did you learn of this position? \_\_\_\_\_

**Which of these topics are you willing/able to present on?**

- |  |   |
|--|---|
| <input type="checkbox"/> Dual Language Immersion for new programs                        | <input type="checkbox"/> Differentiated Instruction: Science, 6-12                      |
| <input type="checkbox"/> Secondary Dual Language Immersion programs                      | <input type="checkbox"/> Differentiated Instruction: History/Social Science, TK-6       |
| <input type="checkbox"/> Integrated/Designated English Language Development (ELD)        | <input type="checkbox"/> Differentiated Instruction: History/Social Science, 6-12       |
| <input type="checkbox"/> Integrated/Designated Spanish Language Development (SLD)        | <input type="checkbox"/> Biliteracy   |
| <input type="checkbox"/> English Language Proficiency Assessments for California (ELPAC) | <input type="checkbox"/> Developing Academic Spanish                                    |
| <input type="checkbox"/> Differentiated Instruction                                      | <input type="checkbox"/> Spanish grammar  |
| <input type="checkbox"/> Differentiated Instruction: Math, TK-6                          | <input type="checkbox"/> Cross-linguistic transfer                                      |
| <input type="checkbox"/> Differentiated Instruction: Math, 6-12                          | <input type="checkbox"/> Long-Term English Learners                                     |
| <input type="checkbox"/> Differentiated Instruction: Science, TK-6                       | <input type="checkbox"/> Special populations (Special Education and/or gifted/talented) |

**DISCLAIMER AND SIGNATURE**

**PLEASE READ CAREFULLY – APPLICANT’S CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge.

If employed, I agree to abide by and observe all rules and regulations of the California Association for Bilingual Education (CABE) and fully support CABE’s vision of biliteracy, multicultural competency, and educational equity for all. I also understand that securing the position of CABE PDS consultant depends upon satisfactory replies from my references and that the position of CABE PDS consultant is terminable at will.

Any misrepresentations on this application are reason for immediate termination of the contract. The use of this form does not indicate that there are any positions open and does not in any way obligate the California Association for Bilingual Education.

**Signature**

**Date**

Thank you for completing this application and for your interest in becoming a CABE PDS consultant.

**Please submit completed application and related documents to:**



California Association for Bilingual Education Professional Development Services  
 20888 Amar Road, Walnut, California 91789-5054  
 Phone: 626-814-4441, ext. 214 • Fax: 626-814-4640  
[www.pds.gocabe.org](http://www.pds.gocabe.org)

CABE does not unlawfully discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth or related medical conditions), national origin, ancestry, age, physical disability, mental disability, medical condition, family care status, veteran status, marital status, or sexual orientation.

\*Please submit this form along with résumé, three (3) letters of recommendation (less than two years old), and letter of introduction/intent.