



POSITION TITLE: CABE Professional Development Services (PDS) CONSULTANT

Position Open Until Filled

POSITION DESCRIPTION

The California Association for Bilingual Education (CABE) Professional Development Services (PDS) Consultant will promote and support the CABE vision of biliteracy, educational equity, and 21st Century Success for All. This position will advance the educational foundation and outreach of CABE through the provision of professional development and/or consultation that reflects current research on English Learners and biliteracy, and provides support to key priorities of the CABE strategic plan. This is a consultant position offered on a per-diem basis as contracts become available that reports directly to the Director of CABE PDS.

POSITION REQUIREMENTS

Experience in working in an educational setting as an administrator, English Learner or Dual Immersion specialist, lead teacher, mentor, and/or coach

Expertise in any of the following areas:

- Dual language immersion (elementary and secondary levels)
- Developing Spanish academic language
- Teaching key language/grammar skills at each grade level
- Integrated English Language Development (ELD)
- Designated English Language Development (ELD)
- Spanish Language Development (SLD)
- Cross-linguistic transfer
- Supporting the language development and academic achievement of Long-Term English Learners
- Differentiating instruction through the provision of Integrated ELD, TK-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 Common Core State Standards (CCSS) for 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, etc.), Adobe Acrobat (PDF), and Google Maps

Knowledge/Awareness of Spanish (or another language supported in the community), the California public school system, community and adult learning theory, California English Language Development

(ELD) standards, content standards, curriculum frameworks, English Language Proficiency Assessments for California (ELPAC), education code and federal requirements regarding English Learner education, as well as second language acquisition theory

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 CAFE PDS'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 DUTIES

- Provide educational expertise regarding programs for English learners and biliteracy
- Provide direct support for the implementation of the CAFE strategic plan
- Work collaboratively with CAFE team members and consultants to enhance educational content and focus in PDS professional development offerings
- Support the development and content of resources for CAFE PDS
- 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 biliteracy programs
- Base all professional development and consultations that are based on and directly linked to the new California English Language Development (ED) and content standards and aligned to the California curriculum framework for each content area, as appropriate
- Approach work with a positive, collaborative, solution-based approach
- Perform other duties as assigned

QUALIFICATIONS

- Meet position requirements as listed above
- Possess a California Driver's License
- Possess technological proficiency (e.g. MS Office [including, but not limited to, Word, Excel, PowerPoint, Adobe Acrobat, and Google Maps])
- Experience reflecting knowledge of adult learning and community learning theory
- Possess general liability insurance
- Possess California Teaching Credential and/or Administrative Services credential (preferred)
- Possess Master's Degree or equivalent (preferred)
- Bilingual/biliterate (preferred)

COMPENSATION

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

APPLICATION

- CAFE PDS Consultant Application (<http://www.gocabe.org/index.php/2016/03/21/cale-professional-development-services/>)
- Résumé
- Three (3) letters of reference (less than two years old)
- Letter of introduction/intent
- Send all application materials (in PDF format) to andrea@gocabe.org or mail to: CAFE PDS, 20888 Amar Road, Walnut, CA 91789

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?	YES <input type="checkbox"/>	NO <input type="checkbox"/>				
College					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
REFERENCES										
<i>Please list three professional references (not family or friends) and attach three letters of recommendation that are less than two years old.</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)

Company				Phone					
Address				Supervisor					
Job Title			Starting Salary	\$			Ending Salary	\$	
Responsibilities									
Employed there from		to		May we contact your supervisor for a reference?		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

Company				Phone					
Address				Supervisor					
Job Title			Starting Salary	\$			Ending Salary	\$	
Responsibilities									
Employed there from		to		May we contact your supervisor for a reference?		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

PROFESSIONAL DEVELOPMENT PRESENTATIONS

Topic							
Date							
School/Organization							

Topic							
Date							
School/Organization							

Topic							
Date							
School/Organization							

Topic							
Date							
School/Organization							

Topic							
Date							
School/Organization							

Topic							
Date							
School/Organization							

AVAILABILITY						
Monday <input type="checkbox"/>	Tuesday <input type="checkbox"/>	Wednesday <input type="checkbox"/>	Thursday <input type="checkbox"/>	Friday <input type="checkbox"/>	Saturday <input type="checkbox"/>	Sunday <input type="checkbox"/>
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? _____

Languages you can read, write, and speak fluently: _____

How did you learn of this position? _____

Which of these topics are you willing to present on?

- | | |
|---|---|
| <input type="checkbox"/> Dual Immersion for new programs | <input type="checkbox"/> Differentiated Instruction: Science, TK-6 |
| <input type="checkbox"/> Secondary Dual Immersion programs | <input type="checkbox"/> Differentiated Instruction: Science, 6-12 |
| <input type="checkbox"/> English Language Development (ELD) | <input type="checkbox"/> Differentiated Instruction: History/Social Science, TK-6 |
| <input type="checkbox"/> Integrated ELD | <input type="checkbox"/> Differentiated Instruction: History/Social Science, 6-12 |
| <input type="checkbox"/> Designated ELD | <input type="checkbox"/> Biliteracy |
| <input type="checkbox"/> Differentiated Instruction | <input type="checkbox"/> Developing Academic Spanish |
| <input type="checkbox"/> Differentiated Instruction: Math, TK-6 | <input type="checkbox"/> Spanish Language Development (SLD) |
| <input type="checkbox"/> Differentiated Instruction: Math, 6-12 | <input type="checkbox"/> Spanish grammar |
| | <input type="checkbox"/> Long-Term English Learners |
| | <input type="checkbox"/> Cross-linguistic transfer |
| | <input type="checkbox"/> Local Control Accountability Plan (LCAP) |

Can you write about these topics? Yes No

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 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, educational equity, and 21st century success 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 CABE PDS 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. Applicants are prohibited from contacting any Executive Board Member prior to possible employment.

Signature

Date

Thank you for completing this application and for your interest in becoming a CABE PDS consultant. We would like to assure you that your opportunity to become a CABE PDS consultant with this organization will be strictly based upon merit.

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.gocabe.org/index.php/educators/professional-development/

CABE PDS 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 along with your résumé, three (3) letters of reference (less than two years old), and letter of introduction/intent.