



JOB TITLE: 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 CABE Director of Professional Learning will promote and support the CABE vision of biliteracy, multicultural competency and educational equity for all. The Director of Professional Learning will lead and direct the CABE Professional Development Services (PDS) team and support its alignment to the CABE strategic plan. This person will provide 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. S/he will provide leadership to implement CABE's Professional Development Framework to develop the highest quality teachers and administrators who are prepared to provide an equitable education to English Learners and biliteracy students. S/he will maintain the development of a professional learning/development business plan, develop contracts for service, provide professional learning opportunities, recruit highly qualified consultants, develop strong statewide relationships and provide support to key priorities of the CABE strategic plan. This full-time position reports directly to the CEO.

ESSENTIAL JOB DUTIES

- Lead and facilitate the implementation of the Professional Development focus area of the CABE Strategic Plan.
- Provide educational experience and expertise regarding programs for English Learners and biliteracy.
- Support the implementation and updating of the CABE Professional Development Framework.
- Work collaboratively with CABE team members and consultants to further the vision of CABE.
- Serve as the Director of CABE's Professional Development Services program.
- Market and generate professional development services by developing contracts with county offices of education, school districts, school sites, and other educational groups to meet fiscal and programmatic goals.
- Represent CABE at state and local partner meetings.
- Provide professional learning opportunities through contracts via consulting

- projects, invitational events, site-based training, coaching, and modeling.
- Recruit and contract with consultants to provide CABE Professional Learning/Development services.
 - Provide professional support to consultants to ensure consistent delivery in support of CABE's vision.
 - Develop and maintain content in support of biliteracy programs and curriculum for professional learning.
 - Develop tool kits and video vignettes highlighting best practices and programs for English Learners and biliteracy students.
 - Provide presentations and workshops on addressing the needs of English Learners and promoting biliteracy programs.
 - Provide content for CABE webpage and social media networks.
 - Manage program budgets and maintain a balanced program budget.
 - Collaborate across departments to provide support for aligned and coordinated efforts around professional learning.
 - Participate in the organization's Coordinating Council.
 - Perform other duties as assigned.

JOB REQUIREMENTS

- Experience in working in an educational setting as an administrator, supervisor, lead teacher, mentor, and coach or professional developer.
- Skill in working with educational organizations, partnering with educational leaders, communicating with multilingual/multicultural community members, using up to date technology tools, and implementing a business plan.
- Knowledge/Awareness of another language, the California public school system, business growth models, adult learning theory, and the community learning 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 procedure, model norms of behavior that reflect high expectations, travel to various schools, districts, and conference/event locations, work some weekends and extended hours.
- Physical abilities include standing and sitting for extended periods, talking/hearing, near and far visual acuity, pushing/pulling, lifting, reaching, carrying, field of vision, fine manual dexterity.

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.

QUALIFICATIONS

- Meet job requirements as listed above
- 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.)
- Minimum 3 years of administrative leadership experience in a school site, district or county office of education or other educational entity
- Minimum 3 years as a teacher
- Technological proficiency (e.g. MS Office, social media, databases, etc.)
- Ability to travel regularly
- Possession of a valid California driver's license
- Bilingual

SALARY

- Salary Range: \$110,000-\$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

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: October 18, 2019