



## **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 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 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**

- Provide educational expertise regarding programs for English Learners and biliteracy
- Provide direct support for the implementation of the CABE strategic plan
- Work collaboratively with CABE team members and consultants to enhance educational content and focus in CABE's professional learning and consulting work
- Lead and collaborate on the development and content and resources for CABE PDS, including, but not limited to, creating workshop modules, institutes, online content, and international programs
- Create and develop 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 and are aligned with:
  - CABE's vision, mission and goals of the CABE Strategic Plan
  - the California Quality Professional Learning Standards (CDE, March 2015)
  - the principles of the CA English Learner Roadmap and the EDGE Initiative (Prop 58)

- 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.
- Stay 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
- Possess knowledge and awareness of Spanish-speaking/other cultures and languages, the California public school system, second language acquisition theory, community and adult learning theory, CA Education Code and federal requirements regarding English Learner education
- Collaborate with and provide services to other local, state, national, and international educational organizations
- Support and participate in CAFE conferences, institutes and other events
- Participate in the CAFE Professional Learning Collaboration Team and consultant meetings
- Deliver presentations, coaching, and support in both Spanish and English
- Approach work with a positive, collaborative, solution-based approach
- Perform other duties as assigned

#### **PREFERRED JOB QUALIFICATIONS**

Experience working in an educational setting in positions such as an English Learner 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)
- 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

## **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.

## **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, and social media)
- 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.
- 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

## **COMPENSATION**

- Salary Range: \$85,000 - \$90,000 annual (salary commensurate with experience)
- Medical, dental, vision, life insurance and 403 (b) retirement plan
- Mileage and travel reimbursement as per CABE's "Travel and Business Expense Guidelines"
- 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
- Application Open Until Filled