



**JOB TITLE: Professional Learning Specialist (Full-time)**  
Multilingual California Project  
**Position Closes July 26, 2021**

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 the CABE Multilingual California Education Workforce Investment Grant (EWIG) through the development and delivery of curriculum and other work products and resources that support successful and sustainable English Learner and biliteracy/multilingual programs statewide. 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 the Multilingual California EWIG Grant Director.

**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 school districts, sites, and county offices of education, and providing professional learning in the areas of dual language immersion and language development per grant guidelines.
- 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 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.
- Positive, passionate, collaborative, solution-based, and creative work style.
- Ability to develop and present highly engaging professional learning presentations, coaching, and support COE partners.
- 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 higher, or equivalent.
- Possess a Bilingual Teacher Authorization (BCC, BCLAD, Bilingual Authorization), out-of-state equivalent, or complete requirement within one year of hire.
- Demonstrate bilingual/biliteracy proficiency in English and one of the top languages spoken by English Learners in California (i.e., Spanish, Vietnamese, Mandarin (Putonghua), Arabic, Filipino (Pilipino or Tagalog), Cantonese, Korean, Hmong, Punjabi).
- 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 skills for leveraging social media platforms to regularly post and promote events/activities as well as support with the development of content and maintenance of the MCAP webpage.
- 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.

#### **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.

#### **COMPENSATION**

- Salary Range: \$90,000 annual (salary commensurate with experience)
- Full time (exempt)
- 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
- Flexible work location

#### **TO APPLY**

- CABE Job Application Online Form at <https://fs3.formsite.com/cabeforms/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: JULY 26, 2021**