



JOB TITLE: Professional Learning Specialist Family and Community Engagement (FACE)

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's Family and Community Engagement (FACE) 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 Family and Community Engagement.

ESSENTIAL JOB DUTIES

CABE Vision

- Actively support and advance CABE's vision of biliteracy, multicultural competency, and educational equity for all, and the implementation of the CABE Strategic Plan.

Tasks and Duties

- Lead and collaborate on the development of content and resources for CABE professional learning offerings, including, but not limited to, creating workshop modules, institutes, and online content.
- Create and deliver 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:
 - CABE's vision, mission, and goals of the CABE 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 CAFE CREATE Framework.
- The California English Learner Roadmap Policy.
- Partner with county offices of education, school districts and sites to provide professional learning in virtual and in-person formats.
- Communicate with potential partners to develop proposals and MOUs based on the desired outcomes of the collaboration.
- Collect, analyze, and recommend appropriate responses to field data.
- Other duties as assigned.

JOB REQUIREMENTS

- Reside in (or be willing to relocate to) Southern California.
- Possess a California Teaching Credential and/or an Administrative Services credential or an out-of-state equivalent.
- Possess a Bilingual Teacher Authorization (BCC, BCLAD, Bilingual Authorization), out-state-equivalent, or complete requirement within one year of hire.
- Demonstrate proficiency in Spanish and English (bilingual/biliterate).
- Ability to work and multi-task in a fast-paced environment.
- Ability to work independently, interdependently, and collaboratively with a variety of individuals and groups.
- Ability to address new challenges with a positive, solution-based approach.
- Ability to communicate effectively verbally and in written form.
- Possess technological proficiency with Microsoft Office and other software.
- Ability to exercise sound judgment, interpret and communicate policies and procedure, model norms of behavior that reflect high expectations.
- Willing to travel to various schools, districts, and conference/event locations.
- Ability to work a flexible schedule inclusive of extended hours and some weekends.
- Physical abilities include standing and sitting for extended periods, speaking/hearing, near and far visual acuity, normal field of vision, pushing/pulling, lifting, reaching, carrying (up to 25 lbs.), fine manual dexterity.

INTERPERSONAL SKILLS

- Continue to develop and strengthen CAFE's professional profile and service.
- Work collaboratively within and across departments.
- Address new challenges and projects with a positive and solutions-based approach.

QUALIFICATIONS

- 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, California Education Code, and federal requirements regarding English Learner education.
- Expertise in TK-12 grade program development and implementation for English

- Learners / Biliteracy Students and programs.
- Meet job duties, requirements, and skills as listed above.
 - Possession of a valid California Driver's license with reliable transportation.

COMPENSATION AND BENEFITS

- \$80,000 - \$90,000 annual salary, commensurate with experience.
- Mobile telephone allowance.
- Comprehensive health and wellness plan – medical, dental, vision, and life insurances.
- Accrued time off (Vacation, PTO, Flex).
- 403(b) retirement plan with employer contribution.
- Hybrid schedule featuring remote work and alternative work schedules.
- Mileage and travel reimbursements for corresponding work in the field.
- Access to CABE conferences and professional development.
- Networking opportunities with other professionals.
- Contribution to the development of knowledge in the field.
- Collaboration with dedicated colleagues sharing a bilingual education commitment.
- Impact family and community engagement in local contexts.

To apply, please complete an application at:

<https://fs3.formsite.com/cabeforms/form155/index.html>