

Dual Language Education of New Mexico

Professional Development Coordinator (Secondary, Spanish Literature focus)

Flexible start date between May 20 and June 30th

I. APPLICATION

Must complete and/or submit the following **on or before Wednesday, May 8, 2019 at 5 pm MST**:

1. Application for Employment Form ([Click Here for the Form](#))
2. Summary of Contribution

The Summary of Contribution is described on page ____ of the Application. Written response to these questions must be submitted as an attachment along with your entire application packet.

3. Resumé
4. Three letters of support and/or recommendation

Please send the above to:

Michael Rodríguez, Director of Operations
Dual Language Education of New Mexico
1309 Fourth St. SW, Suite E
Albuquerque, NM 87102

Fax: (505) 243-0377

Email: michael@dlenm.org

II. INTERVIEW:

After the review of applications, all qualifying candidates will be contacted to set-up an interview time. **Interviews will be held during the week of May 13th.**

The interview team may include:

- Executive Director
- A member of the DLeNM Board of Directors (and/or other staff)
- One or more professional development experts who have worked with DLeNM and are invited to assist in the selection of the staff person.

III. SALARY & BENEFITS:

- This will be a salaried (183 day) position with a set twenty days of vacation. Longer hours of work may be expected during certain times of the year for professional development that requires traveling.
- Salary will be competitive with the 2nd or 3rd tier salary scale established and maintained by the Public Education Department of New Mexico
- Benefits package will be comparable to what is offered by larger school districts in New Mexico.
- Both salary and benefit packages must align with approved budget by the DLeNM Board, and will be negotiated and finalized with the DLeNM Executive Director.

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IV. JOB DESCRIPTION: Professional Development Coordinator Position (Secondary, Spanish Lit)

Qualifications

All applicants must meet the following criteria and qualifications:

- Have a minimum of three years classroom experience working with second language learners (five+ years ideal)
- Have a minimum of three years of experience in the area of instructional leadership either at the school or district level (e.g. administrator, instructional coach, resource teacher, grade level chairperson, etc.)
- Have participated in DLeNM professional development events such as GLAD Trainings, Program Retreats, La Cosecha, etc, as a participant, presenter and/or facilitator.
- Understand and support the mission/vision of the DLeNM organization- www.dlenm.org
- Be prepared to begin work by March 1, 2018 (or sooner)

Primary Responsibility

Through collaboration with DLeNM Staff and contractors, organize and facilitate program and professional development for Schools (K-12 – w/secondary focus). The applicant will be responsible for:

1. Teaching and/or supporting Spanish Literacy development at the secondary level
2. Biliteracy development & assessment – understanding and articulating the difference between biliteracy development and literacy development in two languages
3. Planning and modeling of effective language/literacy development through content in the developmental bilingual and/or dual language classroom context. Note: Able to model instruction in Spanish, as well as English, preferred
4. Consulting on program design components; participating in program self-evaluation through activities and institutes like DLeNM's El Enriquecer & La Siembra Retreats
5. Holding teachers accountable for the effective use of language immersion and/or dual language instructional strategies in the classroom
6. Knowledge and use of effective Spanish Language Arts curricular resources

Related Qualifications

- Must be self-monitoring and a decision maker
- Able to coach and guide site administrators in decision making around issues of DLE program and instruction
- Current on related educational practices that directly and indirectly impact dual language education program implementation, including instruction. Current practice issues include: 1) Literacy Squared 2) Biliteracy development 3) Educational leadership 4) Translanguaging 5) Assessments in Native language(s) 6) Essential dual language principles and relevant research
- Must be a certified (or willing to be certificated) in Project GLAD®, CLAVES™, AIM4S³™ etc.

Additional Responsibilities

Collegiality/Team Member

- Maintain a positive, pro-active perspective when responding to professional & personal challenges on the job
- Follow the Professional Ethics Code as adopted by the DLeNM Board of Directors (see attached)
- Maintain an open communication and accessibility with the DLeNM staff, including contractors, collaborators, volunteers and board members, who seek advice or support in their specific roles and projects
- Be available to assist with other DLeNM events (organized by other staff) when schedule and time allows
- Be ready to assist when, and if, new ideas are being piloted to refine the role of DLeNM in serving dual language programs in New Mexico (ie. CLAVES™, Leadership Development Modules, etc)

Office Management

- Assist in organizing training room for groups and activities that use office space for pd and related activities.
- Ensure quality customer service greeting visitors; taking messages for colleagues; engaging the public; etc.

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<p>Clearinghouse Work</p> <ul style="list-style-type: none"> - Help identify, organize and/or develop teacher and program resources with Clearinghouse Staff including: - Author/co-author article(s) for quarterly newsletter: <i>Soleado: Promising Practice from the Field</i> – once a year. - Professional contribution to a monograph, instructional video or other <i>Soleado</i> “extension” each year - Recruit potential authors and material developers from professional network and clientele - Work with Development Director and/or Materials Development Coordinator to keep website current accurate and relevant to individual and collective DLeNM projects and initiatives.
<p>Organize & Facilitate Program Institutes (See Fees for Services Plan):</p> <ul style="list-style-type: none"> - Working with Development Director, promote organized pd activities, that may include publishing info fliers, posting and general communication with interested participants - Model instructional best practice for the dual language classroom context - Complete needs assessment for participating schools/educators - Develop facilitation plan w/co-facilitators - Prepare/Train secondary facilitators for event, when needed - Organize materials preparation for office staff (ie. Estefania, Isela, etc) - Provide follow-up with schools/educators who participate in the retreats - Debrief w/colleagues/facilitators; complete event evaluation - Complete event report, including expenditures, within 30 days of event
<p>Research Projects (when appropriate)</p> <ul style="list-style-type: none"> - Serve on SEA and/or LEA advisory committees with PED, IHE, or other partners (when appropriate) - Assist in collecting, disaggregating and analyzing comprehensive data collection plan for for DLeNM, which includes evidence of the effectiveness of our PD initiatives (student/teacher/program impact). - Provide input on data disaggregation to support professional conversations on continuous improvement with program implementation and instructional best practices - Assist with on-site training for participating schools in the following areas: data input, Excel sheet management, graphing, using data to “drive” instruction - Assist in the completion of bi-annual reports for database project
<p>Organization Support</p> <ul style="list-style-type: none"> - Assist in annual budget development process to insure proper funding of new and on-going projects - Assist in developing foundation and/or government grant applications related to professional development - Assist in the revision of Job Description Responsibilities and Evaluation Process for the position occupied, and/or other positions with leadership team (Exec Director, Leadership Team and Board) - Contribute to an annual review of strategic plan (including development plans) and upon reflection of current work, revise to better represent and guide the work of the organization.
<p><i>La Cosecha</i> Conference</p> <ul style="list-style-type: none"> - Assist with annual conference responsibilities as defined by conference organizers - Present on personal and organizational work at the conference
<p>Travel</p> <ul style="list-style-type: none"> - Be available to travel to school districts outside of Albuquerque to provide on-site consulting or offer program institutes; mileage, lodging and per diem will be provided to support full participation in the event. Note: PD Coordinators provide 50 – 70 days of on-site support for partner schools. - Be available to travel to one to two regional/national conference each year to present on individual and/or organizational work, in addition to representing DLeNM at conferences organized by parent organization NMABE, and other affiliates.
<p>Financial Accountability</p> <ul style="list-style-type: none"> - Submit expenditures to Business Manager for all work that requires organization funds, including event support, travel, mileage, etc. - Follow all financial systems, policies, and procedures developed by executive committee, executive director and/or financial consultant(s)