



Dual Language Education of New Mexico Employment Opportunity

Project Coordinator Start Date: July-August 2024

I. APPLICATION

Must complete and submit the following **on or before Friday, July 19, 2024, at 5 pm MST**:

1. Application for Employment Form ([Click Here for the Form](#)) or copy this link: https://drive.google.com/file/d/11JWnJ5E_oSfEuBLKW31xR5VaY1O5iZeV/view?usp=sharing
2. Summary of Contribution
 - a. *The Summary of Contribution is described on page 4 of the Application. Written responses to these questions must be submitted as an attachment along with your entire application packet.*
3. Resumé
4. Three letters of support/recommendation

Please send the above to:

Melanie Gatewood, Director of Operations
Dual Language Education of New Mexico
PO Box 91508
Albuquerque, NM 87199
Email: melanie@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 July 22nd.**

The interview team may include:

- Executive Director
- Leadership team members
- DLeNM staff members
- One or more professional development experts who have worked with DLeNM

III. SALARY & BENEFITS:

- This will be a salaried (195-day) position with twenty days of vacation. Longer work hours may be expected during certain times of the year for professional development that requires traveling.
- Benefits package through the State of New Mexico and Educational Retirement Board.
- Both salary and benefits packages must align with the approved budget by the DLeNM Board and will be negotiated and finalized with the DLeNM Executive Director.
- Salary based on experience.

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IV. JOB DESCRIPTION: Project Coordinator Position

Required Qualifications

All applicants must meet the following criteria and qualifications:

- Have a minimum of three years of classroom experience working with multilingual learners (five+ years ideal but not required)
- Have a minimum of three years of experience in the area of instructional support either at the school or district level (e.g. teacher leader in the classroom, instructional coach, resource teacher, grade level chairperson, administrator, etc.)
- Understand and support the mission/vision of the DLeNM organization- www.dlenm.org

Preferred Qualifications

- Willingness to become certified as a trainer in one of DLeNM's professional development offerings (Project GLAD®, CLAVES®, AIM4S³™, etc.) or already be a trainer in one of these frameworks.
- Bilingual/multilingual: Able to model instruction in English and a second language.
- Familiar with current research and able to coach and guide school and district teams in decision-making regarding issues related to the instruction of multilingual learners/quality dual language implementation

Primary Responsibility

Through collaboration with DLeNM staff and contractors: organize and facilitate program and professional development for schools (K-12). The applicant will be responsible for:

- Providing training in DLeNM's frameworks/offerings.
- Biliteracy development & assessment – understanding and articulating the difference between biliteracy development and literacy development in two languages
- Planning and modeling of effective language and literacy development through content in the developmental bilingual/dual language classroom context.
- Consulting on program design components; participating in program self-evaluation through activities and institutes like DLeNM's El Enriquecer & La Siembra Retreats, Site Evaluation Visits, DL Essentials for District Leaders, etc.
- Supporting the effective use of language immersion/dual language instructional strategies in the classroom

Additional Responsibilities/Expectations

Collegiality/Team Member

- Maintain a positive, proactive 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 open communication and accessibility with other 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.

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- Be ready to assist as new ideas are being piloted to refine the role of DLeNM in serving dual language programs in New Mexico (i.e. CLAVES™, Leadership Development Modules, etc.).
- Must be able to self-monitor, serve as a thought partner, and act as a decision-maker

Clearinghouse Work

- Help identify, organize, and develop teacher and program resources with Clearinghouse Staff, including:
 - a. Occasionally author/co-author article(s) for quarterly newsletter: *Soleado: Promising Practice from the Field* – once a year.
 - b. Work with staff to ensure the website is current, accurate, and relevant to individual and collective DLeNM projects and initiatives.

Organization Support

- Assist in the annual budget development process to ensure proper funding of new and ongoing projects.
- Contribute to the annual review of the strategic plan, reflect on current work, and support revisions to better represent and guide the organization's direction.

La Cosecha Conference

- Assist with annual conference responsibilities as defined by conference organizers.
- Present on personal and organizational work at the conference.

Travel

- 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 (Project Coordinators provide approximately 50 – 70 days of on-site support for partner schools).
- Be available to travel to one to two local, regional, and national conferences each year to present on individual/organizational work.

Financial Accountability

- Submit expenditures to the Finance Manager for all work that requires organization funds, including event support, travel, mileage, etc.
- Follow all financial systems, policies, and procedures of the organization.