

Dual Language Education of New Mexico

Professional Development Coordinator (Secondary, Spanish Literature focus) Application Process- 2019

I. APPLICATION

Must complete and/or submit the following **on or before Wednesday, February 13, 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 weeks of January 28th and February 18th.**

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.

Dual Language Education of New Mexico

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.

Clearinghouse Work

Dual Language Education of New Mexico

<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)