

RETELL Facilitator Opportunity Job Description



**AN EXTRAORDINARY OPPORTUNITY FOR OUTSTANDING
TEACHERS OF ENGLISH LANGUAGE LEARNERS TO
TRANSFORM PUBLIC EDUCATION IN MASSACHUSETTS**

Under the RETELL program in Massachusetts, all core academic teachers in the state who teach one or more English language learners are required to complete a graduate-level course to develop their skills providing Sheltered English Instruction.^[1] Another course trains administrators to support SEI instruction. These courses are research-based, state-of-the-art learning experiences for educators, designed to raise the achievement of the state's English language learners by enhancing teachers' knowledge and transforming instructional practices. They are being offered at no cost to identified educators through 2016, at which time they will be offered for a cost by regional collaboratives.

ESE is looking for outstanding professional development facilitators to participate on the team delivering this program. If you are a certified teacher of English as a second language, or are a certified Core Academic teacher of ELLs who has successfully completed the Full or Long Bridge course during the 2013-14 or 2014-15 school year, have an understanding of the Common Core Standards, and have experience providing professional development, please consider applying to join the corps of facilitators for this transformational program.

Scope of the Work

- Teaching any of four SEI Endorsement courses. Teacher courses vary in length; the longest teacher course includes 12 face-to-face sessions; the shortest includes 5. The longest course also includes online coursework. All *Teacher* endorsement courses will contain 2 hour small group capstone presentations. (Total facilitator commitment is up to 8 hours per session depending on class size.) Facilitators who qualify to deliver teacher training may also teach or co-teach an administrators' course which is 15 hours, with five 3-hour sessions.
- Participation in the 3-day training for new facilitators; additional 1 day training is required for those preparing to teach the Administrators' Course. (The next training takes place in August.)
- Grading participants' homework and assessments and determining final grades.
- Participation in planning and evaluation sessions scheduled by ESE.
- Course-related record keeping.

Compensation

- \$5,575 for each section of the full-length course; \$3,050 for Long Bridge course; \$2,300 for Short Bridge course; \$1,050 to \$2,000 to teach administrators' course, depending upon responsibilities.
- \$200 per day for each training date.

^[1] Teachers who already have expertise in Sheltered English Instruction (SEI) have the opportunity to take the SEI MTELL test to gain endorsement.

RETELL Facilitator Opportunity Application Instructions



Required Qualifications

- Two (2) years experience teaching ESL or Bilingual education in a K-12 setting
– OR –
Two years of teaching experience in a K-12 setting and successful completion of the SEI full or long-bridge course.
- Masters degree or higher
- Substantial experience providing professional development to teachers either in a university or professional development setting.
- Competency in the use of technology for education.

Preferred Qualifications

- MA, CAGS, or higher degree in any of the following or *closely related* fields:
 - Applied Linguistics
 - English as a Second Language (ESOL, TESL)
 - Language, Literacy and Culture
- Fluency in a language other than English; or experience studying another language or living abroad.
- Experience in or familiarity with online teaching to adults.
- Knowledge of the WIDA standards.
- Knowledge of the Common Core
- (Massachusetts State Frameworks).

ESE reserves a right to modify these requirements in order to effectively recruit sufficient qualified facilitators.

How to Apply

Applications will be reviewed on a rolling basis and successful candidates will be invited for a personal interview.

At the time of interviews, applicants will also be asked to deliver a fifteen (15) minute mini-lesson on a topic that is related to the syllabus.

NOTE: Candidates in remote locations may contact DESE to arrange an alternate interview format (Skype, videoconference)

Applications must be submitted through the Commonwealth's procurement system, COMMBUYS. The technical support webinars will assist with this process.

To learn more, go to www.COMMBUYS.com

1. Click on **Open Bids**
2. Under the drop down menu select **Education and Training Services** and click on the **Go** button.
3. Looking at the Alternate Id column find 13ELADN4, click the link to the left that says **S132567-vCurrent**.
4. This will bring you to a screen saying Acknowledge Receipt and View Solicitation. Click on the button labeled **Proceed**.
5. Click on **13ELADN4amendedforcapstone21214cleancopy** to read about the details of the procurement. The top of the document will say **Pre-qualified List RETELL Course Facilitators Attachment A**

Applicants will be required to provide:

- A brief cover letter/statement of interest, detailing your educational philosophy for ELLs
- A statement describing your professional development philosophy (maximum of 250 words)
- Resume or Vitae
- Sealed transcript from degree granting institution
- Letter of recommendation
- Statement of Support from Superintendent or Assistant Superintendent and Principal or Supervisor
- Course and/or PD evaluations from past professional development (no more than 2 pages)
- PD/course or lesson plan from a prior session taught (one to two pages);
- Copy teaching certification
- All required COMMBUYS forms and submissions