As part of its RETELL initiative (Rethinking Equity and Teaching for English Language Learners), the Massachusetts Department of Elementary and Secondary Education (ESE) is implementing an ambitious professional development program for the state’s educators. Under RETELL, every core academic teacher in the state who teaches one or more English Language Learners (ELLs) will be required to complete a graduate-level course to develop their skills providing Sheltered English Instruction. Another course will train 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 ELLs by enhancing teachers’ knowledge and transforming instructional practices.

### Scope of Work

- Teaching any of 4 SEI Endorsement courses. Courses include a mixture of face-to-face and small-group capstone sessions, as well as online coursework for the full-length course. Capstone presentations include 4, two-hour sessions.
  1. **Full-Length**: 45 instructional hours plus capstone
  2. **Long-Bridge**: 24 instructional hours plus capstone
  3. **Short-Bridge**: 15 instructional hours plus capstone
  4. **Administrators’**: 15 instructional hours (available only to facilitators who qualify to deliver administrator’s training; no capstone)
- Participation in 4-day training for new facilitators in August (additional 2-day training is required for those preparing to teach the Administrators’ course).
- Grading participants’ homework and assessments and determining final grades.
- Participation in planning and evaluation/refresher training sessions as scheduled by ESE.
- Course-related record keeping.

### Compensation

- **Full-Length**: $5,575 for each section
- **Long-Bridge**: $3,050
- **Short-Bridge**: $2,300
- **Administrators’**: $1,050 to $2,000, depending upon whether taught by single instructor or co-teachers
- **Training**: $200 per day for each training date

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Teachers who already have expertise in SEI will have the opportunity to test out of the course.
Required Qualifications

• Two years experience (by July 1, 2014) teaching ESL and/or Bilingual education in a K-12 setting, or equivalent or related expertise.
• MA, CAGS, or higher degree in any of the following or closely related fields:
  • Applied Linguistics;
  • English as a Second Language (ESOL, TESL); and/or
  • Language, Literacy and Culture.
• Substantial experience providing professional development to teachers either in a university or professional development setting.

Preferred Qualifications

• 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 the 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.

Applications must be submitted through the Commonwealth’s procurement system, COMMBUYS. The technical support webinars (see above) 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;
• Letter of recommendation;
• Sealed transcript from institution where you earned your highest degree;
• 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 of ESL or related certification; and
• All required COMMBUYS forms and submissions.

The Department of Elementary and Secondary Education, an affirmative action employer, is committed to ensuring that all of its programs and facilities are accessible to all members of the public. It is the policy of the Massachusetts Department of Elementary and Secondary Education not to discriminate on the basis of age, ancestry, color, creed, ethnicity, gender, gender identity or expression, disability, marital status, military status, national origin, race, religion, or sexual orientation. Inquiries regarding compliance by the Massachusetts Department of Elementary and Secondary Education with Title IX and other civil rights laws may be directed to the Human Resources Director at 781-338-6105.