As part of its RETELL Program, *Rethinking Equity and Teaching for English Language Learners*, the Massachusetts Department of Elementary and Secondary Education (ESE) is implementing an ambitious new professional development program for the state’s educators. Under the RETELL program, every core academic teacher in the state who teaches one or more English language learners will be required to complete a graduate-level course to develop their skills providing Sheltered English Instruction.[i] 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 English language learners by enhancing teachers’ knowledge and transforming instructional practices. This SEI Endorsement course will continue through 2016.

### Scope of the Work

- Teaching any of four SEI Endorsement courses. Teacher courses vary in length from 10.5 hours to 45 hours; the longest teacher course includes 12 face-to-face sessions; the shortest includes 4. The longest course also includes online class sessions. Instructors 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 Instructors’ training program (4 days long; additional training is required to prepare to teach the administrators’ course. The next training takes place in September.)
- Grading participants’ homework and assessments and determining final grades
- Participation in planning and evaluation sessions scheduled by ESE
- Course-related record keeping

### Compensation

- $5,000 for each section of the full-length course; $2,900 for 24-hour course; $1,550 for 10.5 hour course; $1,050 to $1,550 to teach administrators’ course, depending upon responsibilities
- $200 per day for each training date
Required Qualifications

- Two (2) years experience 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)
  - 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 a right to modify these requirements in order to effectively recruit sufficient qualified instructors.

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 state’s Comm-PASS system. The technical support webinars will assist with this process. To learn more, go to: www.comm-pass.com

1. Click on Solicitations
2. Click on Search for a Solicitation
3. Put 13ELADN4 in the Keywords box and click Search
4. Click on the blue line above the Keywords box that says “There are 2 Solicitation(s) that match your search criteria”
5. Click on the eyeglasses at the end of the first line
6. Click on the Specifications tab for all the details of the procurement
7. Click on Attachment A – Updated 5/24

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
- All required Comm-PASS forms and submissions

For support with the application process, please join one of our informative webinars:
To become a Teacher Trainer 7/23, 1-2 p.m; 8/7 11-12 a.m. or 8/15 11-12 a.m. To become an Administrators’ Trainer 7/18 11-12 or 7/29 11-12 a.m. To learn how to sign up for a webinar, please visit http://www.doe.mass.edu/news/news.aspx?id=7176.