Academic Coordinator 1 - Site Co-Director - Berkeley World Language Project
University of California Berkeley

Job Title	Academic Coordinator 1 - Site Co-Director - Berkeley World Language Project
Department	
Institution	University of California Berkeley Berkeley, California
Date Posted	Mar. 28, 2025
Application Deadline	04/28/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Foreign Languages/Literatures
Apply Online Here	https://apptrkr.com/6107533
Apply By Email	
Job Description	

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Position overview Position title: Co-Site Director
Salary range: The UC academic salary scales set the minimum pay determined by step at appointment. See the following table for the current salary scale for this position: https://www.ucop.edu/academic-personnel-programs/_files/2024-25/july-2024-scales/t36n-i.pdf A reasonable full-time salary estimate for this position is $62,243 - $85,649.

Percent time: 15%

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Anticipated start: Summer 2025

Position duration: Term appointment with a two-year reappointment cycle

Application Window
Open date: March 27, 2025

Next review date: Thursday, Apr 10, 2025 at 11:59pm (Pacific Time)
Apply by this date to ensure full consideration by the committee.

Final date: Monday, Apr 28, 2025 at 11:59pm (Pacific Time)
Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

Position description

The Berkeley Language Center (BLC) is seeking a Site Co-Director for the Berkeley World Language Project, part of the California World Language Project (CWLP), a statewide program of outreach and professional development for world language teachers at the elementary and secondary levels. The Site Co-Director works under the joint direction of university faculty Principal Investigator (PI) and the California World Language Project (CWLP) Executive Director to implement and administer the vision, strategy, and goals of the California World Language Project (CWLP). The Site Co-Director coordinates and implements all the activities associated with the site including:

- *Strategic plan development*: Set annual programmatic goals and ways to serve the needs of participating teachers, and develop evaluation metrics to determine whether goals have been attained.
- *Program development*: Organize and supervise existing professional learning programs to promote research-based, standards- and framework-aligned, quality learning and teaching of World Languages and Cultures as well as developing leadership among world language teachers. Assess field needs and design additional professional learning programs as needed to maintain the relevance and stature of the World Language Project in its area of service and the state.
- *Leadership development and recruitment*: Hold regular team meetings and provide direction and guidance for teacher leaders to foster their professional growth and that of program participants. Ensure that programs are staffed with teacher leaders that maintain CWLPs rigor and relevance.
- *Event management*: Supervise and coordinate the logistics team. Oversee events, including spaces, food, supplies, and other material needs.

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- *Partnership development*: Partner with local schools, districts, county offices of education, and other educational organizations (e.g., other CSMP projects) to design and implement quality professional development for teachers, administrators, and other educators that improves teacher practice and student learning in the area of world languages, and support continuity of learning and implementation of State Board of Education adopted World Languages Standards and Framework.
- *Communication management*: Design and execute communication strategy to disseminate programmatic offerings to the WL community (database management, coordination of social media manager, website content management, and other related tasks).
- *Coordination with CWLP leadership*: Create and/or advise in the development of local World Language Project in alignment with CWLP goals and mission. Make recommendations to the leadership team about program improvements and oversee implementation. Attend monthly virtual CWLP Site Directors meetings and the in-person annual Site Directors meeting at CLTA.

CWLP representation: Represent the regional World Language Project in convenings, conferences, and professional communities related to the project's scope of action.

Site Administration and Development

- *Budget management*: Effectively manage and leverage limited annual CWLP allocations through grant writing, contracts with local schools and districts, and fee for service programs to improve total site funding. Supervise income and expenses related to World Language Project activities.

Assessment and data management: Supervise the collection of program data for the purpose of writing reports, as called for by the funder (e.g., RFP, ACF), conferences, proposals, and publications. Program data will be collected by World Language Project administrative staff and includes records of participation in World Language Project seminars, participant reflections and any surveys developed for use with participants.

Department: http://bwlp.berkeley.edu

Department: http://blc.berkeley.edu

Qualifications
Basic qualifications (required at time of application)
B.A. degree (or equivalent international degree)

Additional qualifications (required at time of start)

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A minimum of 3 years experience in teaching world languages based on the California World Languages Standards and Framework.

Preferred qualifications

- California Teaching Credential or M.A., Ed.D., or Ph.D.
- Leadership experience, with the skills necessary to work with teachers, school and district administrators.
- Experience leading teacher professional development programs focused on content knowledge and pedagogy. Understanding of the professional learning programming offered by the CWLP (California World Language Project).
- Experience teaching in under-resourced schools, and familiarity with issues of equity in educational settings.
- Understanding of student multiliteracy development. Knowledge and understanding of: California World Languages Standards and Framework; the Common Core Standards; and the California's English Language Development Standards.
- Demonstrated fiscal management and program development ability (including program advertising and marketing).
- Demonstrated ability to work in a collaborative team setting. Excellent oral and written communication skills.
- Ability to learn new software programs, including graphic design and email marketing systems, as well as familiarity with social media tools.

Application Requirements

Document requirements

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter - A cover letter describing your experience with the following: standards aligned WL instruction; developing professional learning programs; fostering WL instructors' professional growth; and managing communications with various communities.
- Statement on Contributions to Diversity, Equity, Inclusion, and Belonging - Statement on your contributions to diversity, equity, inclusion, and belonging in research, teaching, and service, including information about your record of activities to date, and plans for contributing if hired at UC Berkeley. More Information and guidelines.
(Optional)

Reference requirements

- 3 required (contact information only)

3 letters will be required for finalists only

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Apply link: https://aprecruit.berkeley.edu/JPF04805

Help contact: o_garcia@berkeley.edu

About UC Berkeley

UC Berkeley is committed to diversity, equity, inclusion, and belonging. The excellence of the institution requires an environment in which the diverse community of faculty, students, and staff are welcome and included. Successful candidates will demonstrate knowledge and skill related to ensuring equity and inclusion in the activities of their academic position (e.g., teaching, research, and service, as applicable).

The University of California, Berkeley is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status.

Please refer to the University of California's Affirmative Action Policy and the University of California's Anti-Discrimination Policy.

In searches when letters of reference are required all letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the UC Berkeley statement of confidentiality prior to submitting their letter.

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

As a condition of employment, the finalist will be required to disclose if they are subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct, are currently being investigated for misconduct, left a position during an investigation for alleged misconduct, or have filed an appeal with a previous employer.

- "Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer.

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Direct Link: https://www.AcademicKeys.com/r?job=255018
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Posted Mar. 28, 2025, set to expire Apr. 28, 2025

- UC Sexual Violence and Sexual Harassment Policy
- UC Anti-Discrimination Policy for Employees, Students and Third Parties
- APM - 035: Affirmative Action and Nondiscrimination in Employment

Job location
Berkeley, CA

To apply, visit https://aprecruit.berkeley.edu/JPF04805

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Contact Information

Contact

N/A
University of California Berkeley

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