



EQUITY & EXCELLENCE FOR MULTILINGUAL LEARNERS

Massachusetts Association of Teachers
of Speakers of Other Languages

Request for Qualifications: Professional Learning Network Facilitator

MATSOL is seeking qualified individuals to facilitate Professional Learning Networks for ESL teachers in Massachusetts Public Schools. This is a paid part-time contract position.

About MATSOL

MATSOL is a nonprofit professional association of educators of multilingual learners in Massachusetts. [MATSOL's mission](#) is to promote equity and excellence in the education of multilingual learners. We are a leader in creating positive change in the field of English Learner education.

Core Values

Professionalism: We believe in sound, research-based educational practices and policies for educators and English language learners alike. We believe that educators of English language learners deserve the recognition, respect and compensation due as professionals and experts.

Educational Quality: We believe that all students have a right to high quality education that empowers them to achieve their life goals.

Multilingualism and Multiculturalism: We believe that proficiency and literacy in more than one language is an asset that should be encouraged and supported. We value the multicultural perspectives and knowledge that both educators and students bring to our schools and society.

Collaboration: We believe in collaborating with other stakeholders to achieve common goals.

Diversity: We believe that diverse identities, backgrounds, and perspectives strengthen and inform our work.

Professional Learning

MATSOL is a DESE approved provider offering 15 PDP and SEI Endorsement courses for educators, administrators, and support staff working with English learners. MATSOL offers graduate credit for selected courses through Fitchburg State University. Courses are taught by professional experts in their respective fields.



Professional Learning Network Facilitator

MATSOL is seeking qualified individuals to facilitate Professional Learning Networks for ESL teachers and English Learner educators in Massachusetts Public Schools. *This is a part-time contract position.*

Facilitate groups of MATSOL members in productive and supportive online and in-person gatherings. The facilitator will:

- Work with a volunteer steering committee to set agenda and plan topics.
- Secure quality speakers for meetings.
- Prepare publicity and communications.
- Coordinate logistics for meetings including agendas and handouts, meals, and technology logistics as needed.
- Prepare committee, speakers, and staff for network meetings.
- Facilitate in person, hybrid, and/or virtual meetings for the network.
- Create and collaborate on content for post-meeting documents and media.

General Skills and Experiences

- Demonstrated experience in providing professional development for the type(s) of PD, audience(s) and topic(s) you are applying for. Preferred qualifications: ESL licensure; experience as an ELE director/coordinator or ESL instructional coaching; ESL teacher preparation and professional development.
- Knowledge of MA and US regulations, standards and guidance related to English Learners.
- Knowledge of MA state standards for high quality of professional development and educator evaluation.
- Commitment to MATSOL's mission is to promote equity and excellence in the education of multilingual learners.
- Exceptional communication and presentation skills.
- Hold a ZOOM Pro license to use for meeting facilitation.

Topic Area Skills and Experience

- **English Learner Program Directors and Coordinators:** The MATSOL English Learner Leadership Council (MELLC) is a group of directors and coordinators of PK-12 English Learner education programs in Massachusetts. Preferred qualifications: Deep knowledge of the roles and responsibilities of ELE program administration; experience with leadership development and advocacy. Meetings take place during school hours.
- **Low Incidence ESL Teachers:** A group for PK-12 educators working in low incidence districts in MA. Preferred qualifications: Deep knowledge of the role of ESL teachers in low-incidence school districts.



Request for Qualifications: PLN Facilitator

- **New ESL Teachers:** Support and growth network for newly or emergency licensed ESL teachers in MA. Preferred qualifications: Deep knowledge of ESL instructional knowledge, skills, and practices; Experience with ESL teacher preparation.

To submit your qualifications:

Submit a letter of interest identifying the PLN you are interested in facilitation. Include a current CV, listing name, address, email, phone, experience, degrees, and licensure. Indicate whether you are available to facilitate a group during school hours.

Email to: apply@matsol.org with subject line: PLN Facilitator RFQ. Please submit RFQ materials in one PDF file. Qualifications will be considered on a rolling basis for current and upcoming projects as need arises.