



EQUITY & EXCELLENCE FOR MULTILINGUAL LEARNERS

Massachusetts Association of Teachers  
of Speakers of Other Languages

## Request for Qualifications: Instructional Materials Editor

*MATSOL is seeking qualified individuals to edit professional development courses for educators of multilingual learners. 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.



## Instructional Materials Editor

MATSOL is seeking qualified individuals to edit professional development courses for educators of multilingual learners in PK-12 public schools. *This is a paid part-time contract position.* The project will take place during the 2023-24 school year.

### Applicant Skills and Experiences

- Demonstrated experience editing online instructional materials for adults, including development editing and copyediting. Materials include course activities, presentation slides, participant manuals, and facilitator manuals.
- Excellent writing, editing, and communication skills.
- Demonstrated experience collaborating with an author team, including providing feedback on organizational issues, pedagogical features, online course activities and document management during development.
- Commitment to MATSOL's mission is to promote equity and excellence in the education of multilingual learners.
- Preferred qualifications: Experience editing materials for PK-12 teacher professional development, English Learner education and English language instruction, culturally responsive teaching, and related topics. Experience with copyright permissions requirements.

### To submit your qualifications:

Send a letter of interest and a current CV, listing name, address, email, phone, editorial experience, and degrees.

**Email to:** [apply@matsol.org](mailto:apply@matsol.org) **with subject line:** Editor 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.