

Secondary English Trainer (0306U), Center for
Educational Partnerships - Puente Project - 82621
University of California, Berkeley

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Posted Nov. 26, 2025, set to expire Jun. 30, 2026

Job Title	Secondary English Trainer (0306U), Center for Educational Partnerships - Puente Project - 82621
Department	Center for Educational Partnerships
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 26, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Secondary Education
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

Since 1981, the Puente Project has led the state in providing equitable instruction, academic counseling, and mentoring to support students marginalized by the educational system. Its mission is to increase the number of educationally underrepresented students who enroll in four-year colleges and universities, earn college degrees, and return to the community as mentors and leaders to future generations.

The Puente Project is an inter-segmental program that is co-sponsored by the University of California and the California Community College Chancellor's Office. The Program is headquartered at UC Berkeley and housed within the Center for Educational Partnerships (CEP).

Position Summary

Reporting to the Program Director, the Secondary English Trainer designs, delivers, and manages the UC Systemwide training and professional development of educational professionals and administrators within the CA Public School System. The trainer utilizes advanced technical expertise to conduct research, analysis, and assessment, enabling them to design innovative, interdisciplinary training and teaching concepts grounded in equity research and culturally responsive practices in higher education. The Trainer works on highly complex performance and/or training issues within the CA public education system and beyond, which requires an in-depth understanding of organizational strategies to advance UC, CSU, Community College Chancellor's Office (CCCCO), and statewide initiatives, as well as how to implement them among academic and administrative professionals.

The Trainer develops, coordinates, and facilitates unique discipline-specific training and development that aligns with Puente pedagogy, program mission, and goals. They serve as the lead and subject

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matter expert for high school English instruction. The Trainer determines needs and develops appropriate professional development training programs, creates curriculum, and stays current on laws, policies, and high-impact practices. The Trainer develops and sustains relationships with Puente Secondary program educators to provide programmatic and discipline-specific support.

The Trainer applies adult learning theories and educational methodologies to develop and implement new programs and statewide initiatives that address and resolve a wide range of issues. They conduct needs assessments, create learning activities, develop tools, and work on complex programs of diverse scope in response to needs. The Trainer collaborates with others in a diverse environment and at all organizational levels to conduct evaluation techniques and develop recommendations that align with Puente's strategic plan. The Trainer consults with management, staff, and Puente program educators to determine effective methods for delivering training and utilizing technology. The Trainer provides leadership, guidance, and continued support to improve outcomes for underrepresented students.

Application Review Date

The First Review Date for this job is: 12/05/2025.

Responsibilities

Professional Development, Program Implementation, & Project Management

- Plan and develop programs and curriculum for year-round professional development (PD) projects that provide equity-focused training to Secondary Educators and staff.
- Plan relevant professional development in the English discipline, in a culturally competent manner, and participate in establishing a training framework that supports the Puente Model.
- Develop and conduct differentiated professional development training to new Puente team members and design and implement ongoing training workshops throughout the year.
- Develop and implement unique content and materials for professional development and classroom curriculum that align with Puente pedagogy, program mission, and goals.
- Coordinate professional development and implement new projects.
- Support, coach, and develop a cadre of trainers - educators from the field who support Puente's work.
- Select and train program consultants and program experts.
- Develop curriculum that supports Puente pedagogy and classrooms.
- Collaborate with the Puente Secondary team and Puente leadership on long-term professional development planning and growth.

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- Keep up-to-date with research and trends for educationally underrepresented student populations and provide innovative strategies and best practices for program educators to apply in their coordination of the program at their sites.

Policy Analysis & Site Accountability

- Provide support to secondary program educators in order to understand immediate challenges and opportunities in higher education institutions.
- Provide coaching and support to current and new Puente educators.
- Assess and evaluate classroom practices, ensure components and activities comply with Puente pedagogy and principles on issues of equity.
- Through email, telephone conversations, and site visits, support and monitor the work of Puente Educators.
- Collaborate with secondary trainers to adjust and align site practices with current data, research, and student needs, while applying quality assurance practices.
- In collaboration with Puente's data and research unit, create and manage effective data reporting systems for Puente teams and administrators to use in reporting student outcomes.
- Participate in the creation and implementation of training materials and guidelines.
- Develop guidelines and profiles that assist in the selection of qualified Puente Program educators.
- Work on public policy projects related to broader professional development goals such as E&I, legislative mandates, and educational reform.
- Work with Secondary site teams on implementation and improvement plans.
- Assist the Director with program expansion and onboarding new sites or newly appointed educators.

Data Analysis & Reporting

- Research, gather, analyze, and summarize information for professional development projects with a broad range of internal and external and/or current and historical information.
- Evaluate professional development training needs for educators through data analysis, assessments, surveys, and consulting with experts in the field.
- Participate in the assessment and evaluation of Puente program's effectiveness, and recommend changes to the program's training content, policies, and strategic goals accordingly.
- Provide in-depth analysis and information for research, planning, assessment, and projects with a broad range of internal and external and/or current and historical information and data.
- Use sophisticated data management and statistical techniques on large and complex relational databases.
- Synthesize complex issues and present them in a creative and non-technical manner.

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- Regularly produce departmental reports on equity, inclusion, and diversity outcomes and metrics for campus/divisional/departmental leadership, UC Office of the President (UCOP), CA Community College Chancellor's Office, current and potential funders, and other stakeholders.

Strategic Partnerships

- Serves as Puente representative to UCOP in matters relating to educational equity, SAPEP evaluation and reporting, and K-14 student-focused programs and initiatives.
- Assist the Director in developing and maintaining partnerships and collaborations with campus personnel, programs, and community organizations.
- Work with secondary school administrators on developing broad-based reforms and strategies to support students' paths to four-year institutions.
- Lead professional development conferences and provide presentations to educational and community organizations about the Puente Project.
- Present seminars and workshops and provide expert guidance to K-14 managers and professional staff on subject matter expertise.
- Attend required meetings (including but not limited to CEP, Student Affairs, Enrollment & Management, Transfer Preparation, CCCCCO, UC, and CSU Conferences).

Special Projects as assigned.

Required Qualifications

- Minimum five (5) years of teaching experience in the secondary school setting and a minimum of three (3) years of demonstrated and successful training and content development experience.
- Expert experience designing college preparation and access curriculum, academic enrichment programs and professional development of K-14 educators with emphasis on successful high school graduation and meeting college entrance requirements.
- Advanced knowledge, experience, and leadership working with educational equity programs serving a variety of student populations, working with a dynamic and variety of educators, staff, and students.
- Expert-level knowledge of academic development strategies and practices such as strategic planning, professional and academic-focused communications, advanced verbal, written and interpersonal communication skills and advanced presentation skills.
- Demonstrated knowledge and success in site-specific needs assessment, evaluation, design and implementation methodologies, including demonstrated management and conflict resolution skills to effectively lead and motivate others.
- Advanced knowledge of training and delivery methodologies; ability to apply knowledge to

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achieve successful organizational outcomes.

- Must have successfully designed, developed, and implemented at least one training program.
- Demonstrated success in working with colleagues and professionals to improve outcomes for educationally underrepresented students with strong emphasis on cultural competency with respect to race, ethnicity, culture and socioeconomic status.
- Advanced analytical skills to conduct analysis and develop recommendations, demonstrating organization and problem-solving skills, as well as have an ability for negotiation, advocacy, and strong political acumen.
- Ability to conceptualize, implement, and evaluate complex programs and strategies to further the UC and CA Community College and CA Public Schools systemwide K-14 academic preparation and college access mission and goals.
- Extensive knowledge in state and national educational structures and policies, current educational theories, and successful educational equity programs.
- Demonstrated expertise building collaborations between academia, education, and community agencies.
- Extensive knowledge of project management including program design, implementation, and evaluation.
- Significant knowledge of evaluation methodologies, data analysis procedures, and systems necessary for working with technical staff to develop effective data management and evaluation systems.
- Excellent people skills, with ability to effectively interact, collaborate, and influence across all levels of an organization while providing excellent service.
- Experience in collecting, analyzing, and presenting student outcome data to inform practice.
- Advanced knowledge and practical experience with secondary school teaching pedagogy approaches.
- Ability to reliably travel to and from the primary work location and other designated sites as required to fulfill job responsibilities.
- Bachelor's degree in related area and/or equivalent experience/training.
- A valid CA Teacher's Credential.

Preferred Qualifications

- Bilingual English-Spanish speaking and writing skills.
- Advanced knowledge of Puente pedagogy, program mission, and goals.
- Advanced degree in related discipline area and/or equivalent experience/training.

Salary & Benefits

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For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$91,500.00 - \$144,000.00.

- This is an exempt monthly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

SB 791 and AB 810 Misconduct Disclosure Requirement:

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As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct 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. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

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

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

N/A

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