



## The Deaf and Hard of Hearing Center

5151 McArdle Road  
Corpus Christi, Texas 78411-3911

Online American Sign Language  
Teacher

### Job Description

**Job Title: Online American Sign Language  
Teacher**

**Classification:** Part-time/Hourly/Non-Exempt

**Supervisor:** Executive Director

**Position: Open until filled**

**For more information call 361-993-1154**

**Please submit Cover Letter, Resume, and (3) Professional References to Maria  
Madrigal at [administration@deafhhcenter.org](mailto:administration@deafhhcenter.org)**

### POSITION SUMMARY:

Under the direction of the Executive Director, the American Sign Language teacher will be responsible for maintaining and running the online American Sign Language classes. There will be a variety of students of high school age. It will be the responsibility of the teacher to follow the lesson plans provided, grade homework given and plan for comprehensive testing. It will be expected for the candidate to provide contact information for students to communicate with you. The Candidate must be fluent in American Sign Language, as if ASL is their native language.

Candidate must be proficient in Microsoft Word, Excel, and PowerPoint; and have the ability to learn to use canvas, zoom and other programs to effectively teach [program used for grading]. They will be expected to have excellent English skills. It will be the teachers' responsibility to ensure that Texas Education Agency LOTE curriculum standards are met and the lessons plans will be provided. The candidate will be expected to prepare lesson plans, give constructive feedback and assess the students' skills, while grading.

## **DUTIES AND RESPONSIBILITIES:**

### **QUALIFICATIONS:**

1. Minimum: Bachelor's degree with experience working or interacting with students in an online format.
2. Valid Driver's License and proof of insurance.
3. Must be either: Texas Examinations of Educator Standards (TExES) or Texas Examinations for Master Teachers (TExMaT) or able to obtain license quickly.
4. Access to a computer from home or workplace.
5. Must have reliable high speed internet.
6. Ability to work well independently.
7. Ability to manage time to meet assigned deadlines.
8. Assess student's video assignments to ensure requirements are met.
9. Maintain and establish available hours to communicate with students.
10. Computer skills necessary to create and interact with multiple students and establish a fair grading system.
11. Be able to log your hours in a timely manner to provide timesheet to financial officer for payroll.

### **BEHAVIORAL EXPECTATIONS:**

1. Customer Service – Enthusiastically interacts with all customers. Assumes personal responsibility for meeting customer needs. Consistently demonstrates a commitment to customer satisfaction.
2. Interpersonal Skills- Is sensitive to the needs, ideas, and feelings of others. Develops and maintains rapport with others. Listens well. Facilitates a group process.
3. Adaptability/flexibility – Demonstrates the ability to change behaviors and plans to meet rapidly changing/ competing job demands (new or unusual situations). Receives change as a challenge. Revises plans to meet changing circumstances.
4. Communication – Clearly and effectively communicates ideas and requests to others. Persuades or influences others through spoken or written communication.
5. Initiative – Starts and completes tasks with minimum of prompting. Willing to make recommendations and assume additional responsibilities.
6. Team Player – Fully participates in maintaining a positive team environment that is conducive to customer satisfaction. Builds trust among co-workers, focusing on accomplishing hospital and departmental mission and goals.
7. Organized and efficient – Organizes work and uses time efficiently. Takes the initiative to find additional work during slow or downtimes. Recommends innovative ways of doing work more efficiently and effectively.
8. Core Values – Practices DHHC core values.