

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** American Sign Language Teacher      **DEPARTMENT:** Issaquah High School

**REPORTS TO:** Building Principal and Director of Career and Counseling Services

**POSITION SUMMARY:** Teach ASL classes (levels 1, & 2).

### **ESSENTIAL FUNCTIONS:**

- Kindle excitement about learning, encouraging flexible and critical thinking and development of communication skills.
- Assess the needs of the students and provide a suitable learning environment to meet their needs.
- Follow the adopted curricula, attending staff meetings and other professional meetings as may be assigned by the principal.
- Maintain order in the classroom and ensure a caring, safe learning environment, with clear routines and procedures designed to minimize disruption and maximize student on task time.
- Maintain safe and healthful conditions in the classroom and report promptly to the principal any serious accident or illness affecting students in the classroom.
- Evaluate each pupil's educational growth and development and make periodic reports to parents or guardians as well as to the designated school administrator.
- Plan, prepare and provide an instructional program, including the preparation of lesson plans as necessary so that the instructional program is uninterrupted in the event of the teacher's absence.
- Continue to improve classroom methods and techniques by attending workshops, summer school, professional meetings or conferences, and keep abreast of current educational innovations through professional literature.
- Work cooperatively with a building team in planning, supporting and providing instruction, and share with other staff the responsibility for supervision of activities and student behavior outside the regular classroom.
- Demonstrate positive relationship skills with students, parents and district staff, maintaining ongoing and open communication.
- Encourage and provide the structure for ongoing, meaningful involvement of parents and community members in the classroom and school.
- Use technology to provide challenging instruction to students of all learning levels.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

### **QUALIFICATIONS:**

- Washington State Teaching Certificate or eligibility for Washington Vocational Certificate in ASL and willingness to keep certification current.
- Academic major or qualification as American Sign Language instructor with experience at the high school or middle school level.
- Fluency in American Sign Language and Sign Language interpreting.
- Minimum of three (3) years' work experience in the ASL field.
- Recent training experiences in subject area conferences and/or courses.
- Demonstrated commitment to the proposition that all students can learn American Sign Language.
- Enthusiasm for sign language and Deaf Culture study.
- Ability to assume responsibility for program development.
- Evidence of willingness and ability to work with students of differing interests, abilities and learning styles.
- Knowledge of teaching materials used in American Sign Language.
- Evidence of ability to work and relate positively and effectively with staff, students and parents.

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- Commitment to continued learning and personal and professional growth.
- Evidence of successful use of various strategies for different learning styles.
- Willingness to perform necessary non-teaching duties within the normal school day.
- Evidence of ability and willingness to utilize parent volunteers in the instructional process.

**Education:**

Bachelor's or Master's degree or Doctorate from an accredited college or university.

**Experience:**

Academic background and coursework in the core area position to be filled.  
Successful teaching experience and effective work with high school age students.

**Certificates & Licenses:**

Valid Washington State teaching certificate with relevant endorsement.

**Required Testing:**

None Specified

**Continuing Educ./Training:**

None Specified

**Clearances:**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status:** Exempt

**BARGAINING UNIT:** Issaquah Education Association (IEA)

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date