

## Job Description

**Job Title:** American Sign Language, World Languages

**Position Code:**

**Job Classification:** Exempt

**Supervisor:** Principal

**Pay Grade:** 35AI, 37AI, 38AI, 39AI

**Contract Length:** 192 days

### Job Summary

Position is responsible for providing American Sign Language (ASL) instruction to elementary students by creating a classroom environment that develops competencies, knowledge, and skills in accordance with each student's ability. The position provides inclusive and accessible learning opportunities for all students while teaching ASL and deaf culture.

### Essential Duties

1. Teaches skills and knowledge in American Sign Language instruction, utilizing curriculum designated by Newport News Public School and other appropriate learning activities.
2. Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of Newport News Public Schools.
3. Develops lesson plans and supplementary materials compatible with the division's basic instructional philosophy and congruent with course / SOL standards.
4. Develop and implement engaging and age-appropriate ASL curriculum and lesson plans for elementary students.
5. Teach ASL to students in various grade levels, ensuring that lessons are inclusive and accessible to all learners.
6. Adapts the curriculum to provide individual, small group, or remedial instruction to meet the needs of the individual student and the needs of identified subgroups of students.
7. Develops pupil understanding and appreciation about deaf culture
8. Provide information about deaf culture to students and their families.
9. Assess and monitor student progress, providing feedback and support to help students achieve their learning goal.
10. Evaluates academic and social growth of students, prepares report cards, and keeps appropriate records to include attendance reports, checklists, census forms, and other recordkeeping activities as necessary.
11. Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment.
12. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve learning, health and attitude problems.
13. Communicates with parents and school counselors on student progress.
14. Supervises students in assigned out-of-classroom activities during the assigned working day.
15. Participates in faculty committees and the sponsorship of student activities.
16. Participates in professional development opportunities to stay current with best practices in ASL education and Deaf culture.
17. Organize and participate in school and community events that promote ASL and Deaf culture awareness.
18. Administers testing in accordance with division testing practices.
19. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Keeps abreast of developments, research, and technology in the areas of instructional best practices in field.
2. Attends staff development programs, teacher coach and lead teacher meetings, and other professional development activities.
3. Performs any other related duties as assigned by the World Language Instructional Supervisor or appropriate administrator.

**Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Bachelor’s degree and be eligible for a Virginia teaching license. **Must have graduated from an approved teacher preparation program in a foreign language- American Sign Language or earned a baccalaureate degree from a regionally accredited college or university and completed a major in American Sign Language or 24 semester hours above the intermediate level in American Sign Language.** Must possess knowledge of effective instructional delivery techniques and research-based best practices with the ability to guide and develop teachers in these areas. Must possess in-depth knowledge of the developmental needs of students. Must possess excellent oral and written communication skills. Must possess the ability to establish and maintain professional relationships with school colleagues, administrators, and students.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand; to enter data into a computer; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office or school environment. The noise level in the work environment is usually moderate to loud.

**Supervision Received:** Building principal or appropriate administrator.

*This job description in no way states or implies that these are the only duties to be performed by this employee. The teacher will be required to follow any other instructions and to perform any other related duties as assigned by the principal, appropriate administrator, or Instructional Supervisor. Newport News Public Schools reserves the right to update, revise, or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print) Signature Date