



Job Announcement

Title: Program Director, American Sign Language Education (17.5 hours/week)
Contract position – January 2, 2018 - June 30, 2018; Potential renewal July 1, 2018 - June 30, 2019)

Description: The ASL Education Director will be responsible for coordinating the ASL Education program for the purpose of educating, promoting American Sign Language for Hearing, Deaf, DeafBlind, Hard of Hearing, and Late-Deafened people, and generating revenue to support DEAF, Inc. services.

Duties:

- Plan, develop, expand, implement, monitor and evaluate the ASL Education program.
- Supervise, support, coordinate and evaluate the activities of program staff and contractors.
- Develop, revise and monitor the program budget.
- Work with Human Resources to recruit and hire contract ASL instructors.
- Develop, implement, promote and oversee ASL classes on- and off-site.
- Teach at least two classes in the Winter and Spring sessions.
- Plan and execute an ASL Immersion event in March 2018.
- Develop, implement, promote and oversee ASL related activities in and out of the classroom.
- Ensure that all contracts and agreements are in compliance.
- Prepare regular written and statistical reports on activities and progress.
- Assist the Executive Director in the overall planning of ASL Education activities on a short-term and long-term basis.
- Be available to work evenings and weekend hours when needed.
- Other duties assigned by the Executive Director.

Supervision: Reports to the Executive Director

Qualifications:

Required: Bachelor's degree; Fluency in ASL; prior experience in program management; prior experience with ASL instruction and the Signing Naturally curriculum; knowledge of ASL and Deaf culture; must have own car and be willing to travel.

Preferred: Master's degree; ASLTA certification; knowledge of *ASL at Work* and other ASL curricula; 3 or more years in a field related to deafness; demonstrate skills in program planning, implementation, supervision, and budget management; supervision and leadership ability; leadership ability; good command of writing skills; strong interpersonal and teamwork skills; ability to network and create relationships with other ASL professionals, businesses, and service providers; computer literate.

To Apply: email a cover letter, resume and three work-related reference letters to:
Ann Thompson, Human Resources/Administrative Coordinator
DEAF, Inc.
athompson@deafinonline.org

DEAF, Inc. is an Affirmative Action Equal Opportunity employer. Deaf, DeafBlind, Hard of Hearing and Late-Deafened persons, women, veterans, minorities, and persons with disabilities are encouraged to apply.