



NEW MEXICO SCHOOL FOR THE DEAF

New Mexico School for the Deaf is an Equal Opportunity Employer/Affirmative Action Employer

Posting Date: June 2, 2016

Position Title: Tutor - ASL Service Corps

Reports to: Director of Statewide Educational Consultation and Training

Service Area: To Be Determined

Employment Term: Full-time, 10 month position

Salary/Wage Range: \$23,600

Deadline for Application: Open until filled

Summary

NMSD is seeking individuals who are native users of ASL, have direct experience with Deaf Culture and have completed a bachelor's degree or associate's degree. Experience teaching ASL would be preferred, but not required. Applicants should have a passion for ASL and those who wish to learn it. This service position requires staff to live in rural locations in New Mexico, so flexibility in living environments is a must. Individuals should have strong communication skills in both ASL and English, organizational skills and a desire to make a difference in the lives of deaf children. Applicants should be able to adapt to new environments and embrace new experiences. This is a service-based program that includes a ten month commitment and a great deal of regional travel. ASL Service Corps Tutors are required to have their own registered and insured vehicle and will be reimbursed for mileage and approved travel costs.

Essential Duties and Responsibilities *(Other duties may be assigned)*

- Work closely with the ASL Service Corps Supervisor and other NMSD staff to provide American Sign Language instruction in rural locations statewide.
- Teach ASL in the homes of families and in public schools.
- Plan and implement structured lessons and track the progress of program participants' ASL growth.
- Participate in pre-service orientation and training specific to service delivery as required by NMSD.
- Coordinate, facilitate and/or participate in community and department events as required and requested.
- Provide high-standard ASL instruction with educational staff, family members and community members.
- Maintain program documentation and timely paperwork.
- Collaborate with a variety of colleagues, families, school staff, administrators and supervisor regarding program planning and development.

Competencies

- Organization- Must be organized and detail-oriented.
- Continuous Learning - Seeks feedback to improve performance; strives to continuously build knowledge and skills.
- Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; uses resources effectively.
- Cooperation - Establishes and maintains effective relationships with team members; exhibits tact and consideration; works actively to resolve conflicts.
- Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; supports everyone's efforts to succeed.
- Diversity - Shows respect and sensitivity for cultural differences; values new experiences
- Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.
- Organizational Support - Follows policies and procedures; completes tasks correctly and on time; supports organization's goals and values.

- Personal Appearance - Dresses appropriately for position; keeps self well groomed.
- Attendance/Punctuality - Is consistently at work and on time; communicates consistently with service recipients
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions.
- Initiative - Asks for and offers help when needed.
- Quality - Looks for ways to improve and promote quality of service delivery.
- Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions.

Qualifications

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree from a four-year College or University; or an Associate's degree from a two-year college or program.

Language Skills

Native user of American Sign Language.

Sign Language

The applicant must have fluency in American Sign Language or a willingness to acquire this fluency. Applicant will be required to demonstrate progressive sign language acquisition and, if needed, participate in sign language classes offered at NMSD. Conversational Spanish skills are helpful in this position but are not required

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to think independently, problem solve and work with the whole team.

Computer Skills

To perform this job successfully, an individual should have working knowledge of Microsoft Windows, Excel, as well as various software packages including Microsoft Office.

Physical Demands

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally required to stand; walk and sit. The employee must occasionally lift and/or move up to 25 pounds. The employee must be able to answer the phone and respond to callers. Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

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.

Application:

Download and complete the application from the [Employment Opportunities page](#).

Submit application via e-mail or mail to:

New Mexico School for the Deaf
Human Resource Department
1060 Cerrillos Road
Santa Fe, NM 87505

505.476.6300 V/505.216.2000 VP
HumanResources@nmsd.k12.nm.us