

Family Signs Instructor Qualifications

This is a contractual opportunity for interested individuals meeting the minimum qualifications indicated below to become a *Family Signs* Instructor. *Family Signs* is coordinated by the Statewide Outreach Center at Texas School for the Deaf (SOC at TSD).

Performance Expectations

- Online Teaching
 - Teach weekly, 30-minute classes via videoconferencing programs
 - Become familiar with all aspects of *Family Signs* through the SOC website
 - Schedule with families for weekly, 30-minute class
 - Create groupings of students based on skill levels and availability
 - Create *Family Signs* Gmail, Described and Captioned Media Program (DCMP), videoconferencing accounts to be used for *Family Signs* business
 - Access curriculum lessons via DCMP or Google Drive
 - Create and keep updated Gmail Calendar with availability and class schedule
 - Create and share newly developed lessons

- Communication/Documentation
 - Stay in contact with *Family Signs* students via *Family Signs* Gmail
 - Check *Family Signs* emails at least every 48 hours and respond to time-sensitive emails within 2 working days
 - Keep organized and accurate records of student attendance, problems, communications, schedules, and materials as well as Instructor Session Reports (Jotform)
 - Provide invoices for services rendered by the last day of each month or timesheets (if appropriate) by date designated monthly by SOC Administrative Program Specialist
 - Maintain standards of confidentiality according to FERPA
 - Consult with *Family Signs* Coordinator, other instructors and SOC Director as needed
 - Adhere to SOC's position of respect for all forms of communication and neutrality on parental choice
 - Adhere to the boundaries of the *Family Signs* instructor

- Program Improvement
 - Offer input on any aspect of *Family Signs*
 - Attend work/training meetings

Statewide Outreach Center

1102 S. Congress Ave. Austin, Texas 78704 • Phone: 512.462.5329 • Videophone: 512.982.1646 • Fax: 512.462.5661

www.texasdeafed.org

Term of Contractual Requirement: 12 months [September 1st – August 31st (one-year cycle)].
Continuing services dependent on contractual performance and grant funding allocations.

Vendor Requirements

- Comply with scope of work and meet identified protocols in a timely manner. If designated timeline cannot be met, contact SOC's Administrative Program Specialist and ask that the case be reassigned
- One or more of the following:
 - Bachelors or Graduate Degree in Deaf Education (or related field)
 - Associate Degree in Interpreting, Deaf Support Services (or related field)
 - Certification that substantiates the signer's proficiency level
 - BEI Level III or Basic, Advanced or Master certificate
 - RID CSC, CI, CI/CT or
 - NAD-RID NIC, NIC Advanced, or NIC Master
 - EIPA
 - Intermediate to Advanced skills in ASL on Signed Communication Proficiency Inventory (SCPI)
 - SEE Instructor Certification or approval from SEE Center
 - If applying for Spanish speaking positions, one of the following:
 - Passing grade of the Berlitz test – Spanish
 - Interview with the *Family Signs* Spanish Specialist
 - Have a fully functioning computer and consistent Internet access and be able to conduct business via email and phone and/or videophone. Check emails at least every 48 hours and respond to time-sensitive emails within 2 working days
 - Maintain standards of confidentiality
 - Be authorized to work within the United States
 - As a vendor, miscellaneous expenses are your responsibility. An IRS form 1099 reporting all income, including reimbursed travel expenses will be provided. Vendor assumes all risks and liability for related activities

Statewide Outreach Center