

**GREENWOOD SCHOOL**  
**9920 Regency Square Boulevard**  
**Jacksonville, Florida**

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**POSITION DESCRIPTION**

**JOB TITLE:** American Sign Language Teaching Faculty

**DEPARTMENT:** Faculty

**DEPT. OF LABOR STATUS:** Full-time with Benefits; Exempt or Part-time

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**Requirements:**

- Bachelor's Degree (Minimum), preferable in Education, Exceptional Student Education, Secondary Education, with focus (12 credit hours minimum) in core subject area of ASL)
- Teaching experience with grades 6-12 (public or private)
- Experience working with exceptional students (ESE certification through Florida Department of Education preferred, professional development available from School if not yet obtained).
- FLDOE Certification not required for hire, but preferred (and will be expected professional development goal for continued employment).

**Duties and Responsibilities (Direct and Supervisory):**

- I. Teach American Sign Language Core courses for 6<sup>th</sup> – 12<sup>th</sup> grade.
  - A. Pre-semester **minimum** requirements and expectations:
    1. Core instructor per Master Schedule in assigned subject area(s) ASL 1 and ASL 2 possible ASL 3 and Middle School Introduction to ASL.
    2. Sponsorship / leadership of extra-curricular activities, at least one semester.
  - B. Collaboration with subject area team(s) and cross-curricular team(s) faculty members for integrated studies, projects, and efforts in support of Greenwood School's mission.
  - C. Generate and maintain course curriculum maps in Atlas software.

**II. Maintain and promptly Report Accurate Student Records.**

- A. Administrative responsibilities include – but are not limited to – student attendance, grading information, and collaboration with grade-level appropriate Department Head, the Dean of Students and Principal concerning general student behavior and performance.
- B. Communicate successes and concerns appropriately to student(s) parent/guardian, grade-level appropriate Department Head, the Dean of Students, and Principal informed of any need for support.
- C. Respond to parent communications promptly and appropriately,

**III. Support School Administrative Team, Faculty Team(s), Students, and Families.**

- A. Attend and participate in scheduled faculty meetings, professional learning communities, professional development programs, departmental collaboration sessions, and curriculum development efforts.
- B. Adhere to policies contained within the Greenwood School Employee Handbook and directives from School Leadership Team.
- C. Provide constructive feedback in Team planning sessions.
- D. Set and consistently work toward professional development goals in coordination with School administration
- E. Attend School events when available.

**IV. Other Duties and Responsibilities**

As required/requested by Head of School, coordinated with faculty member for needs and/or opportunities that may arise.