



**Position:** ASL Access Coordinator  
**Reports To:** Director of Operations  
**Classification:** Full Time, Exempt  
**Office Location:** Southern Nevada Center

### Deaf Centers of Nevada agency Description

Deaf Centers of Nevada, (DCN) is a private, non-profit social service agency that serves individuals who are d/Deaf, hard of hearing, deaf-blind, late-deafened and speech impaired; and their families, friends, and community service providers. Our Mission is to advocate, seek equality, and promote self-determination through empowerment for those who seek our assistance; and to enhance the awareness and understanding of Deaf Culture and the unique communication needs of the diverse individuals we serve throughout the state of Nevada.

### Summary

Under general direction, is responsible for planning and teaching ASL classes at our Southern and Northern Nevada centers as well as rural centers where available and facilitating participation in community opportunities in accordance to the needs and preferences of individuals served. The ASL Access Coordinator will report to the Director of Operations and provide program support and successful adherence to providing language acquisition to individuals and families seeking language support services.

### Essential Duties and Responsibilities

The duties and responsibilities of the ASL Access Coordinator will include, but are not limited to the following:

- Creates ASL (beginner, intermediate, advanced, and ASL Kids!) lesson plans and conducts classes at both office sites and within the community.
- Provides individual and small group support for learners in the areas of language development, communication strategies, and communication pragmatics in either a one-to-one setting or small group approach.
- Develops and implements ASL curriculum that encourages participation by individuals of all ability levels.
- Conducts, evaluates and reports on ASL Assessments
- Collaborates regularly with teaching staff and other professionals to provide well integrated services across disciplines, as needed.
- Performs as ASL language expert, if needed, for students in conjunction with Youth & Family Advocate and/or Deaf Mentor

- Works with others to facilitate participation in activities for persons served who communicate with American Sign Language (ASL) or other adaptive methods.
- Provides training as needed to staff and community members in ASL and other alternate communication methods.
- Develops ASL- based video materials and present ongoing skills development opportunities for staff members, if needed.
- Creates compelling and attractive flyers to advertise upcoming opportunities as well as social media announcements
- Participates in in-service training programs as requested.
- Attends the American Sign Language Teacher's Association (ASLTA) or Conference of Interpreter Trainers (CIT) conferences to keep abreast of educational gains
- Performs other related duties as requested by Director of Operations.

### 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.

- Bachelor's Degree in Deaf Studies, Education or related field and/or Certification in ASL Interpreting. Master's degree in ASL Teaching or Deaf-related disciplines preferred
- A minimum of advanced conversational fluency in American Sign Language required, with native, or near-native ASL fluency preferred
- ASLPI rating of 4 or better highly desired
- Prior experience working with groups, children, lesson planning, and teaching ASL classes required
- Ability to accept and constructively use feedback and suggestions regarding performance and skill
- Excellent oral and written communication skills
- Excellent organization skills and ability to meet deadlines
- Proficiency in the use of a personal computer and appropriate software
- Good interpersonal skills necessary to interact effectively with coworkers, individuals served, employees, parents and outside contacts
- Ability and willingness to adjust work schedule to attend and facilitate events that occur outside of regular business hours
- Ability and willingness to travel to various program sites.
- A valid driver's license, reliable transportation and insurance

Work schedule is 8:00 AM to 5:00 PM, Monday through Friday, except for Federal and State holidays and other closures as determined by the Executive Director. Some evenings and/or weekend work anticipated, for community-wide events or other activities.

**This position will accept resumes until filled and may close at any time.**