

LEXINGTON

25-26 75th Street · East Elmhurst, NY 11370-1472
917.832.1676 (VP) · 718.350.3300 (Voice) · 718.899.9846 (Fax)

Position: ASL and English Bilingual Coordinator

Reports to: Principal

FLSA Status: Exempt

Position Type: Full-time. 10-month position – Benefit Eligible, 8:00am-3:00pm

Date Revised: May, 2019

Responsibilities Include:

- Collaborate with administration to systematically set goals, decide actions, and mobilize resources for ASL/English Bilingual Education strategic planning at Lexington
- Support and communicate with teachers in recommending appropriate ASL/English Bilingual Education objectives, instructional techniques and materials.
- Provide support in ASL instruction and support in development of age-appropriate ASL skills and knowledge (i.e. in the classroom group instruction on and 1:1 tutoring support including designing and implementing lessons/activities that support student needs using best practice strategies).
- Create, maintain and coordinate administration on of ASL assessments for entering students, 3 year evaluations, annual evaluations and classroom progress monitoring.
- Work with the school librarian to expand and maintain digital and non-digital ASL and Deaf Studies resources for students and staff.
- Work collaboratively with school and community stakeholders (including the Family Liaison Coordinator, families, and hospitals) to identify and address language and literacy opportunities to meet our students' needs.
- Keep abreast of current research & best practices in ASL/English Bilingual Education teaching and learning.
- Provide ASL Linguistics training for staff.
- Coordinate and assist with family signacy, literacy and oracy events.
- Design and implement staff development topics involving all literacy components such as read aloud, guided reading, close reading, word study, independent reading and writing in Preschool, Elementary, Middle School and High School.
- Design and implement staff development topics involving integration of Common Core Literacy Goals in all the academic areas in all grades.
- Supervise and support Benchmark Literacy Assessments for students in the Elementary, Middle School and High School and keep track of the data as a result of these assessments. Make sure all new students are assessed after arrival.
- Oversee and manage the literacy book rooms in Preschool, Elementary, Middle School, High School and materials kept in the library for the Fountas and Pinnell Leveled Literacy Instructional Program (LLI) in the library.
- Order, receive and distribute necessary literacy, signacy and oracy supplies and books for Preschool, Elementary, Middle School, High School and ASL/Deaf Studies.
- Assist the department Supervisors with teacher training of the Fountas and Pinnell literacy program.
- Spearhead the bilingual education committee along with administrative and staff support.
- Collaborate with the Audiology department.
- Weekly meetings with department Supervisors as needed
- Perform any other duties assigned by the Principal

Qualifications:

- Knowledge of ASL Linguistics and Grammar.
- Ability to communicate effectively with teachers, school staff, parents, administrators and deaf students using ASL and English.

- New York State Teaching Certification. Certification information: www.nysed.gov
- Master's degree in American Sign Language Education, Deaf Education or related field.
- Fluency in American Sign Language and in written English.
- Knowledge of child language development.
- Teamwork and leadership skills.
- Demonstrates commitment to the school vision and mission.
- Commitment to be flexible and open to updated and on-going research in the field of Deaf Education and data- based decision-making.

Available: 2019-2020 school year

Open until Filled

To Apply, Contact:

- Jobopportunities@lexnyc.org or 718.350.3027/3028
- Please indicate "ASL and English Bilingual Coordinator" in subject line

EOE