



Creating New Worlds for Children and Adults with Deafness, Hearing and Vision Loss

Job Description

Job Title:	American Sign Language Teacher
Location:	Online via Zoom or in-person in the Detroit, Michigan area
Duration:	Contract. 10 weeks.
Pay Range:	• In person: \$100 per week (stipend) • Online: \$50 per week (stipend)
Job Summary:	We are seeking a skilled and passionate ASL Teacher to instruct a 10-week ASL course. We host three 10-week ASL courses throughout the year. Typically, our winter course is January-March, spring course is April-June and fall course is October-December. This position would be to apply for either winter, spring or fall position. The ideal candidate will be Deaf or Hard of Hearing and fluent in American Sign Language (ASL) and have a deep understanding of Deaf culture.
Key Responsibilities:	• Develop and implement comprehensive lesson plans for a 10-week ASL course. • Instruct students in ASL grammar, vocabulary, syntax, and expressive/receptive skills. • Integrate Deaf history, culture, and community into the curriculum. • Assess student progress through assignments, tests, and active participation. • Provide constructive feedback to help students improve their signing skills. • Maintain a positive and supportive learning atmosphere for all students.
Qualifications:	• Native or fluency in American Sign Language (ASL) • Experience teaching ASL to diverse student populations.
Apply:	If interested, please send your resume to theholleyinstitute@gmail.com with the subject line 10ASL Teacher.

Employment Application

Instructions for Applicants

Please complete all sections of this application. Incomplete applications may not be considered.
You may attach a résumé and cover letter if available.

Submit completed applications by:

- **Email:** theholleyinstitute@gmail.com
- **Mail or Deliver:**
Henry Ford St. John Hospital
The Holley Institute, Suite 223
22151 Moross Road
Detroit, MI 48236-2172

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____

Position Applied for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Certificate/
Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
☐ ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
☐ ☐

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Holley Family Village, Inc. is an equal opportunity employer. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, or any other protected status.