

ASL/English Interpreting, Part-Time Faculty  
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=252015>

Downloaded On: Jan. 24, 2025 12:40pm

Posted Jan. 23, 2025, set to expire May 24, 2025

**Job Title** ASL/English Interpreting, Part-Time Faculty  
**Department** All Jobs  
**Institution** Community College of Philadelphia  
Philadelphia, Pennsylvania

**Date Posted** Jan. 23, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Core Faculty  
Faculty Associate

**Academic Field(s)** Humanities - English  
Education

**Apply Online Here** <https://www.click2apply.net/mWdoz1I5ZlwqoIW6QIYDqL>

**Apply By Email**

**Job Description**

## Posting Details

### Position Information

Looking for a rewarding opportunity as an adjunct instructor? The ASL/English Interpreting Program at Community College of Philadelphia offers a vibrant and inclusive environment where you can make a real impact. Our program is designed to prepare students for careers in ASL interpreting through

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comprehensive training, practical experience, and a strong community focus.

As an instructor, you'll collaborate with passionate colleagues and help shape the next generation of interpreters. If you're ready to share your expertise and contribute to a dynamic program, CCP is the perfect place to grow and inspire.

### **College Intro**

*Community College of Philadelphia is an open-admission, predominantly Black institution and a minority-serving institution which provides access to higher education for all who may benefit. CCP's Strategic Plan affirms the College's long-standing commitment to quality, access, affordability and upward mobility while including an emphasis on diversity, equity and inclusion. This plan firmly plants student success at the center of all efforts, establishing the means for each student to achieve their goals.*

*Teaching faculty are an integral part of the larger Academic and Student Success Division at CCP including Workforce Development or Career Training. The Academic and Student Success Division is a community of learners committed to student success as demonstrated through equitable and measurable outcomes, innovative practices, relevant curriculum, quality learning, and a rewarding student experience. As a minority-serving institution, CCP faculty contribute significantly to our collective efforts to improve student success and eliminate racial equity gaps through the utilization of inclusive and high-quality teaching practices.*

### **Specific Responsibilities**

- The Department seeks applicants who are actively engaged in teaching and committed to promoting student success both within and beyond the classroom.
- Teach courses in the related field of ASL/English Interpreting.
- Support community college students further develop their knowledge and skills, professional attitudes and behaviors, for college and workplace success.
- Facilitate student learning, provide effective instruction, and perform evaluations of student learning for all assigned classes, using each course's standard course outline as a guide.
- Meet all classes and other scheduled responsibilities such as office hours and meetings at the designated times. Be available to students via email, phone, or personal conferences. The method of contact and hours of availability should be clearly communicated to supervisors and to students through the course syllabus each semester.
- Assign grades and maintain course and student records in accordance with FERPA regulations

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and submit grades and records by established deadlines.

- Meet all classes and other scheduled responsibilities such as office hours and meetings at the designated times. Be available to students via email, phone, or personal conferences. The method of contact and hours of availability should be clearly communicated to supervisors and to students through the course syllabus each semester.
- Commitment to the College's Mission: Demonstrate a sense of connection and responsibility for helping the College to achieve success through a commitment to its mission, vision, and values.
- External and Internal Community Relations: Actively participate in the academic life of the College; including participation in graduation, recruitment events, general assemblies, student life activities and other cross functional teams. Create learning opportunities for students inside and outside of the classroom including opportunities to teach dual-enrollment high school students.
- Collaboration: Communicate effectively, share vision, focus on people, initiate positive change, value differences and foster collaboration. Work with and inspire others to achieve college, department, and individual success. Proactively identify/address problems.
- Respect for Diversity: Establish an inclusive environment in the classroom. Demonstrate an understanding of, and sensitivity to, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the College's faculty, staff and students.
- Assessment: Full participation in the assessment of student learning and student learning outcomes at the course, program, and institution levels.
- Student Success: Strive for excellence in teaching, applying best practices in field of discipline, and modeling behaviors that encourage student success and retention. Utilize innovative teaching strategies and technologies for online learning and other technology tools to meet the learning needs of a diverse student population. Maintain office hours to meet with students outside of the classroom and respond to questions or concerns.
- Leadership and Development: Commitment to professional learning and growth, student mentoring, and service to the profession. Remain current in the use of technology, developments within the field of discipline, and developments related to teaching and student success.

### **Minimum Qualifications**

- Experience teaching Sign Language, ASL/Deaf Studies, ASL/English Interpreting, interpreter pedagogy, linguistics, or closely related field required.
- Native or near-native fluency in ASL required.
- Expertise in using technology to strengthen the teaching/learning process required.
- Availability to teach day and/or evening courses required.

### **Preferred Qualifications**

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- Demonstrated experience teaching diverse student populations and addressing equity gaps.
- Demonstrated experience teaching within a community college.
- Bilingual or other language proficiency.

### **Benefits:**

*“Success Starts Here” at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.*

### **Full-time faculty and staff benefits include:**

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts

### **Additional College benefits:**

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March

For More information about the College benefits and eligibility based on employee class, please visit:

<https://www.myccp.online/human-resources/benefits-eligibility>

### **Interested candidates should complete an online application.**

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

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*Community College of Philadelphia is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.*

### Supplemental Questions

Required fields are indicated with an asterisk (\*).

1. \* How did you hear about Community College of Philadelphia?

- CareerBuilder.com
- Higheredjobs.com
- LinkedIn
- The Chronicle
- Veterans Job Fair
- Professional & Technology Diversity Career Fair
- AL DIA - Diversity Career Fair
- Community College of Philadelphia Website
- Indeed.com
- Other

2. If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. Salary bands at the College cover a wide range to accommodate varying levels of experience.

Generally, salaries fall within the low to mid-range of the posted amounts, with some roles allowing for more negotiation. Please confirm that you have reviewed the salary range and are comfortable with it by responding "yes." Our benefits significantly enhance the total compensation package for full-time staff and include college-paid medical, dental, drug, life, and disability insurance; tuition remission for courses at the college; forgivable tuition loans for accredited institutions; a 403(b) retirement plan with a 10% College contribution and a 5% employee contribution; flexible spending accounts.

- Yes, the salary range is within my expected salary expectations.
- No, the salary range is not within my expected salary expectations. (Please note: responding with this answer will disqualify you from the applicant pool, as the range will not

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exceed the posted ranges.)

4. \* Do you have experience teaching Sign Language, ASL/Deaf Studies, ASL/English Interpreting, interpreter pedagogy, linguistics, or closely related field?
  - o Yes
  - o No
5. \* Are you native or near-native fluency in ASL?
  - o Yes
  - o No
6. \* Do you have experience working at a community college?
  - o Yes
  - o No

## Documents Needed to Apply

### Required Documents

1. Resume
2. Cover Letter/Letter of Application

### Optional Documents

1. Curriculum Vitae
2. Unofficial Transcripts
3. References

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact** Abby Ametrano [Aametrano@ccp.edu](mailto:Aametrano@ccp.edu)  
All Jobs



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