



Cue College™ Cue Tutor™ Application

Cue College™ is seeking NCSA-Certified Instructors of Cued Speech and TECUnit-certified Cued Language Transliterators to provide one-on-one interactive training and support for customers of our online tutoring program, CueTutor™. At a future date, instructors that we engage at this time may be invited to teach additional Cue College™ courses.

CueTutor Instructors or, “Tutors”, will:

- Be engaged as independent contractors, paid at an agreed-upon hourly rate for hours provided to Cue College™ customers;
- Assist Cue College administrators in building and maintaining a personalized Cue Tutor profile that will be displayed on our website and used by our customers in selecting a Tutor that best fits the customers' specific needs;
- Participate in training sessions with a Cue College trainer, to be held on Zoom, to familiarize Tutor with all necessary components of the Cue Tutor system, including learning materials and other resources available to assist them in providing quality service to customers;
- Use the Cue Tutor™ scheduling and booking system to maintain tutoring availability schedules and manage customer bookings;
- Meet online with customers using Cue College's Zoom account and:
 - Provide initial screening to determine customers' skill levels and needs;
 - Guide customers in developing cueing skills and improving fluency using Cue College™ custom “Skills Inventory Monitoring System” and freeform Tutor feedback to track and report customer progress;
 - Record and upload sessions for customers' future use;
- Invoice Cue College on a periodic basis for actual tutoring sessions booked by and provided to our Cue Tutor customers.

System Requirements for Providing Tutoring on Cue College™:

The following are the minimum requirements for technology needed to provide online Cue Tutoring services via the Cue College™ online learning platform:

1. Computer;
2. Web Cam (we are happy to recommend one);
3. High-speed internet connection (for live tutoring, a wired internet connection works best);
4. Microphone and speakers (should be a headset with built-in microphone);
5. We will provide you with the required subscriptions to any software applications you will need to use to be a Cue Tutor™.

PLEASE COMPLETE THE FOLLOWING APPLICATION, TO THE BEST OF YOUR ABILITY:

Submit completed application online or download, fill out, and email to Info@CueCollege.org.

Section 1: Your Details

Name: _____ DOB: _____

Street Address: _____

APT # _____ City: _____ State: _____

Zip: _____ Email Address: _____

Phone Number (1): _____ Phone Number (2): _____

Last 4 Digits of SSN: _____

Section 2: Education History

School Name: _____

School Location: _____

Years Attended: _____ Degree/Certificate Received: _____

Date Awarded: _____

School Name: _____

School Location: _____

Years Attended: _____ Degree/Certificate Received: _____

Date Awarded: _____

School Name: _____

School Location: _____

Years Attended: _____ Degree/Certificate Received: _____

Date Awarded: _____

Section 3: Certifications and Qualifications:

List your certifications/qualifications and dates received as well as any additional qualifications related to Cued Speech instruction and tutoring.

___ Certified Instructor of Cued Speech - NCSA Date: _____

___ Cued Language Transliterators National Certification Examination Date: _____

Please list any Teaching credentials and endorsements (e.g.; Deaf, ASL, Elementary, Secondary, Post-secondary, English as Second Language, etc.), including effective dates:

Section 4: InsCert and Fluency Assessments:

List any InsCert workshops and fluency assessments you have taken.

Dates and Locations of InsCert/CLT Workshops Taken:

Workshop: _____ Date: _____ Location: _____

Workshop: _____ Date: _____ Location: _____

Workshop: _____ Date: _____ Location: _____

Dates and Results of Fluency Assessments Taken:

Assessment: _____ Date: _____

Results: _____

Assessment: _____ Date: _____

Results: _____

Assessment: _____ Date: _____

Results: _____

Additional Comments:

Section 5: Preferred areas of skill development

Please indicate in which areas you would like to support our customers in their cueing skill development needs (x or circle all that apply):

- My skills are most suited to working with (check all that apply):
 - Beginner and/or Intermediate Cuers
 - Advanced Cuers and/or CLT's
 - Children
 - Adults

- I have training and/or experience in mentoring parents with using cueing in the home
 - Yes
 - No
- I am qualified to assist in developing the following types of skills (check all that apply):
 - Expressive skills
 - Receptive skills
 - Fluency

Section 6: Cued Speech Instruction & Related Experience

Please provide at least three events or instances where you taught Cued Speech in a specific role. These events can include courses, workshops, tutoring, or any other instructional event.

Event 1 (name): _____

Event Date(s): _____ Event Location: _____

Event Level: _____ Event Organizer: _____

Organizer Email: _____ Organizer Phone: _____

Describe Your Role in the Event: _____

Event 2 (name): _____

Event Date(s): _____ Event Location: _____

Event Level: _____ Event Organizer: _____

Organizer Email: _____ Organizer Phone: _____

Describe Your Role in the Event: _____

Event 3 (name): _____

Event Date(s): _____ Event Location: _____

Event Level: _____ Event Organizer: _____

Organizer Email: _____ Organizer Phone: _____

Describe Your Role in the Event: _____

Additional Experience Related to this Position: _____

Section 7: Languages in which you have experience cueing and/or teaching others to cue (other than English):

List all that apply, including American Sign Language and Spanish.

Language 1: _____ Level of Fluency: _____

Language 2: _____ Level of Fluency: _____

Language 3: _____ Level of Fluency: _____

Section 8: General Weekly Availability

Indicate the times that you are generally available each day of the week (you will build out and maintain your actual schedule later in our Booking/Scheduling system). Check all that apply:

M-F availability: Mornings, Afternoons, Evenings

Weekend availability: Mornings, Afternoons, Evenings

Hours available per week (approximately): _____

Section 9: References

Please provide references and contact information

Reference 1: _____ Email: _____

Years Known: _____ Phone: _____

Relationship: _____

Reference 2: _____ Email: _____

Years Known: _____ Phone: _____

Relationship: _____

Reference 3: _____ Email: _____

Years Known: _____ Phone: _____

Relationship: _____

Final Instructions:

Use PDF editing tools to fill out and email back -- or you may download the application, fill it out manually, and scan and email it back to info@cuecollege.org.

By submitting this application, you agree to allow us to verify instructional experiences, certifications, and qualifications by contacting references and contacts provided in this form. Applications are considered for all positions without regard to race, religion, sex, national origin, age, marital status, or veteran status, or the presence of a non-related medical condition or disability.

Cue College™ is a program of AEHI - Alternatives in Education for Deaf and Hard-of-Hearing Individuals • 9300 Capitol Drive, Wheeling, IL 60090 • 847-850-5490 • info@cuecollege.org • www.cuecollege.org