



**American Samoa Community College
EMPLOYMENT OPPORTUNITY**

Department of Academic Affairs

Position Title: **Developmental English Instructor**
Employment Status: **Full Time / 10 Months – Career Service**

General Description:

The instructor will report directly to the College Accelerated Preparatory (CAPP) Chairperson under the overall supervision of the Dean of Academic Affairs. CAPP provides effective instruction and curriculum leadership. In addition to teaching the assigned courses, the instructor will contribute to the overall development and success of departmental initiatives promoting instructional quality.

Responsibilities and Duties:

- Collect, prepare and present instructional materials for all assigned subjects to be taught.
- Prepare and distribute course syllabi/outlines for each course during the first week of instruction.
- Teach a full instructional course load of 15 credit hours or 225 instructional contact hours per semester. However, loads may vary between 12 and 16 credit hours per semester.
- Prepare and distribute a comprehensive syllabi for all courses taught in a timely manner as requested by Academic Affairs
- Teach each class as scheduled and supervise examinations, field trips, internships, service learning activities and practicum.
- Maintain attendance and scholastic records and submit the required records to the Admissions and Records Office at the assigned date every semester/session.
- Develop, implement, and assess Student Learning Outcomes (SLOs) for each course taught.
- Share data on SLOs collected from courses taught with the department and other college stakeholders, and provide recommendations for improvement of student learning.
- Participate in the different levels of SLO review, program review, and student assessment.
- Academically advise students regarding their chosen program of study.
- Provide students with information on careers, academic referrals, and transfer opportunities.
- Assist with the registration process; participate in faculty orientation, commencement exercises, and professional development activities.
- Post and maintain a class schedule and office hours for student assistance.
- Provide safety measures and fully exercise the enforcement of these measures in the classroom.
- Actively participate and contribute to ASCC committees and extracurricular functions.
- Observe and enforce all ASCC rules and regulations.
- Perform other duties as may be required by the Department Chairperson, Dean of Academic Affairs, or the Vice President of Academic and Student Affairs.

Minimum Qualifications:

- Master's degree in Education with an emphasis in English as a Second Language.
- Must have at least three (3) years of teaching experience in developmental English at a two or four year college.

AMERICAN SAMOA COMMUNITY COLLEGE
P.O. Box 2609, Pago Pago, American Samoa 96799
(684) 699-9155 • (684) 699-8606 (fax)

- Must demonstrate knowledge in curriculum development, and have good analytical and interpersonal skills.

Salary:

Salary will commensurate with degree and experience.

Application Deadline: May 14, 2019 no later than 4:00pm

Applications are available from American Samoa Community College, Human Resources Office (699-9155 Ext. 401/428/441), or by emailing ascchumanresources@amsamoa.edu

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