



**American Samoa Community College**  
*Department of Academic Affairs*  
**EMPLOYMENT OPPORTUNITY**

**Position Title:** College Accelerated Preparatory Program (CAPP) English Instructor  
**Employment Status:** Full Time / 10 Months – Career Service

**General Description:**

The Developmental English 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.

**Job Duties and Responsibilities:**

- Collect, prepare and present instructional materials for all assigned subjects to be taught.
- Prepare and distribute course syllabi and 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 and 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.
- Participate in faculty orientation, commencement exercises, and professional development activities.
- Assist with the registration process.
- Post and maintain a class schedule and office hours for student assistance.
- Provide safety measures and fully enforce these measures in the classroom.
- Actively participate and contribute to ASCC committees and extracurricular functions.
- Observe and enforce all ASCC rules and regulations.
- Assist with ASCC Entrance Placement Testing.
- 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 from U.S accredited institution;

**AMERICAN SAMOA COMMUNITY COLLEGE**  
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- Must have at least three (3) years of teaching experience in developmental English at a two or four year college. In lieu of teaching experience at college level, must have 5-7 years of high school teaching experience.
- Must demonstrate knowledge in curriculum development, and have good analytical and interpersonal skills.
- Must be computer literate (Microsoft Word, Excel, etc.)

**Salary:** Salary will be commensurate with experience, qualifications, and credentials.

**Application Deadline:** August 5<sup>th</sup>, 2020 no later than 4:00pm

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474 or [www.amsamoa.edu/employmentopportunities](http://www.amsamoa.edu/employmentopportunities) or alternatively by emailing [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

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