



American Samoa Community College
Department of Academic Affairs
EMPLOYMENT OPPORTUNITY

Position Title: Mathematics Instructor
Employment Status: Full Time / 10 Months – Career Service

General Description:

The Mathematics Department provides quality instruction in various areas of mathematics to support certificate and degree programs. The department is committed to serving all students who lack basic math skills by offering developmental courses in arithmetic and introductory algebra. In addition, the department offers courses in vocational technical math, college algebra and trigonometry, statistics, and calculus to ensure that ASCC students acquire the necessary mathematical foundation for entry into the workforce or for transfer to a four year institution.

Job Duties and Responsibilities:

- Collect, prepare and present instructional materials for all classes to be taught.
- Prepare and distribute a comprehensive syllabi and outline in a timely manner for each course taught and as requested by Academic Affairs.
- Teach a full instructional course load of at least 15 credit hours or 225 instructional contact hours per semester in Mathematics (basic math, arithmetic, and pre-algebra). Note that loads may vary between 14 and 16 credit hours per semester.
- Teach classes as scheduled, and supervise examinations.
- Post and maintain a class schedule with office hours to assist students.
- Participate in the different levels of SLOs review, program review, and student assessment.
- Develop, implement, and assess SLOs for each course taught.
- Develop, assess, and utilize data from student learning outcomes (SLOs) at the course, program, and institutional levels.
- Maintain attendance and scholastic records, and submit the required records to the Admissions and Records Office at the assigned date every semester and or session.
- Share data on SLOs collected from courses taught with department and other college stakeholders, and provide recommendations for improvement of student learning.
- Academically advice assigned students regarding their chosen program of study.
- Participate in faculty orientation, commencement exercises, and professional development activities.
- Assist with registration process.
- Assist and provide students with information on careers, academic referrals, and transfer opportunities.
- Actively contribute to college and or academic committees and extra-curricular functions.
- Assist, follow, and enforce all ASCC rules and regulations.
- Perform other duties assigned by the Academic Department Chairperson or Dean of Academic Affairs.

Minimum Qualifications

- Master's Degree in Education with an emphasis in Mathematics from an U.S accredited institution.

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

- Three (3) years of teaching experience at the college level or In lieu of college level experience must have 5-7 years of high school teaching experience.

Salary: Will commensurate with degree and experience.

Application Deadline: August 5th, 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 or alternatively by emailing ascchumanresources@amsamoa.edu.

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