



American Samoa Community College
Teacher Education Department
EMPLOYMENT OPPORTUNITY

Position Title: TED/ASDOE Recruiter Data
Employment Status: Full Time 12 months (One Year Contract with Benefits)

General Description:

The individual in this position is responsible for recruiting in-service ASDOE and private school teachers to attend ASTEP. He/she will also keep data of teachers' enrollment and participation every semester.

Responsibilities and Duties:

- Coordinate and schedule school site visits for recruiting.
- Design, develop and distribute pamphlets/brochures-educational information to the public.
- Develop a good rapport with DOE Secondary and Elementary Leaders, and Teacher Quality.
- Keep data on demographics of in-service teachers for reporting.
- Provide disaggregated data showing rates of teachers' success and progress.
- Participate in workshops and set up information booths at various venues.
- Collaborate with the TED Lumana'i Educators Association (LEA) for outreach/recruiting purposes.
- Collaborate closely with TED Administrative Assistant.
- Write and submit reports on the progress of the in-service teachers to the Director of TED.
- Maintain records of all teachers recruited in the program.
- Keep a travel log, utilize sign-in sheets, and provide a weekly visitation schedule to sites.

Minimum Qualifications:

- Associate degree in related field.
- Two to five (2-5) years of work experience in direct/related field.

Salary Range: Will be commensurate with degree and experience.

Application Deadline: January 28, 2020 no later than 4:00pm.

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 374/456/460/466 or by emailing Silaulelei Saofaigaalii at s.saofaigaalii@amsamoa.edu or ascchumanresources@amsamoa.edu.

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