POSITION TITLE: Adult Education Literacy & Extended Learning Instructor

EMPLOYMENT STATUS: Full Time / 10 Months – One Year Contract with Benefits

GENERAL DESCRIPTION:
This position is directly under the supervision of the Director of Adult Education Literacy & Extended Learning (AELEL).

JOB DUTIES AND RESPONSIBILITIES:
- Teach a full load each semester.
- Advise and counsel students on academic/education matters.
- Keep office hours for students.
- Write class syllabi.
- Update knowledge in Adult Basic Education and ESL (English as a Second Language) methodologies and techniques.
- Develop department curriculum
- Write course outlines.
- Serve in ASCC committees.
- Develop, implement, and assess Student Learning Outcomes (SLOs) for each course taught.
- Share data on SLOs collected from course taught with department and other college stakeholders and provide recommendations for improvement of student learning.
- Participate as an active member in the SLO review process.
- Participate in different levels in student SLO review, program review, and student assessment.
- Perform any other related duties assigned by the Director.

MINIMUM QUALIFICATIONS:
- Bachelor’s degree in Education with 15 credits in any of the content areas.
- Three (3) years of teaching experience at the elementary or secondary level.

PREFERRED QUALIFICATIONS:
- Master’s degree with an emphasis in Education with at least five (5) years of teaching at a two or four year college.

SALARY: Salary will be commensurate with degree and experience.
APPLICATION DEADLINE: March 16, 2016 no later than 4:00pm.

Applications are available from American Samoa Community College, Human Resources Office (699-9155 Ext. 429/441/428), or by emailing Silaulelei Saofaigaalii at s.saofaigaalii@amsamo.edu.

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