



American Samoa Community College
Department of Academic Affairs
EMPLOYMENT OPPORTUNITY

Position Title: Physical Education Instructor
Employment Status: Full Time / Career Service

General Description:

The Physical Education Instructor reports directly to the Chairperson of the Physical Education Department, and supports the Mission and Core Values of ASCC. The Instructor will provide instruction to fulfill General Education requirements for all Associate of Arts and Associate of Science degree programs. He/she will develop and implement assessment of student learning for improvements to instruction and learning.

Job Duties and Responsibilities:

- Collect, prepare and present instructional materials for all assigned subjects to be taught.
- Prepare and distribute comprehensive syllabi/outlines for each subject 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 as an active member in the student learning outcome review process.
- Participate in the different levels of student learning outcome review, program review, and student assessment.
- Academically advise students regarding their chosen program of study.
- Assist and provide students with information on career, academic referrals and transfer opportunities.
- Assist with the registration process; and participate in faculty orientation, commencement exercises, and professional development activities.
- Post and maintain a class schedule and office hours of student assistance.
- Provide safety measures and fully exercise the enforcement of these measures in the classrooms.
- Actively participate and contribute to any college committee and extracurricular function.
- Assist and enforce all college rules and regulations.

- Perform other duties as may be required by the department chairperson, respective Director, the Dean of Academic Affairs, and/or the VP of Academic and Student Affairs.

Minimum Qualifications:

- Master degree in Physical Education or related area.
- Three years teaching and coaching in volleyball, basketball, weight training, and any other sport.
- Must demonstrate knowledge in curriculum development, and have good analytical and interpersonal skills.
- Must also be computer literate.

Salary: TS 05/07 – 09: \$ 27,662.00 - \$ 29,289.00 per annum

Application Deadline: December 17th, 2018 no later than 4:00pm.

Applications are available from American Samoa Community College, Human Resources Office (699-9155 Ext. 460/466/454 or by emailing ascchumanresources@amsamoa.edu).

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