



American Samoa Community College
Samoan Studies Institute
EMPLOYMENT OPPORTUNITY

Position Title: Samoan Language & Culture Instructor
Employment Status: Full Time / 10 Months - Career Service

General Description:

This is a position within the Samoan Studies Institute (SSI), and the successful candidate will be responsible for academic activities in the field of Samoan Language and Culture. He/she will report directly to the department chair and to the Director of the SSI, and will support the ASCC mission and core values. The Instructor will develop and implement assessment of student learning for improvements to instruction. The skills acquired in SSI classes prepare students for both academic studies (college transferability) and the work place.

Job Duties and Responsibilities:

- Collect, prepare, and present instructional materials for all classes taught.
- Teach a full instructional course load of at least 15 credits or 225 instructional hours per semester. However, loads may vary between 12-16 credits per semester.
- Prepare and distribute comprehensive course syllabi for either the AA Education degree or the B.Ed. degree program as requested by Academic Affairs and the TED/B.Ed. Program.
- Teach each class as scheduled and supervise examinations, practicums, service learning, internships and field trips.
- Maintain attendance and scholastic records and submit required records to the Office of Admissions and Records and Department and Academic Affairs.
- Develop, implement, and assess Student Learning Outcomes (SLOs) for each course taught.
- Share data on SLOs collected from courses with the department and other college stakeholders, and provide recommendations for improvement of student learning.
- Participate in the different levels of student learning outcome review, program review, and student assessment.
- Advise students regarding their academic program, be it either the AA and or the B.Ed. degree program.
- Assist students and provide information on careers, academic referrals, and transfer opportunities.
- Assist with the registration process: participate fully in faculty orientations, commencement exercises, and professional development activities.
- Post and maintain a class schedule and office hours for student assistance.
- Provide safety measures and fully exercise the enforcement of these measures in the classroom.
- Actively participate and contribute to college committees and extracurricular functions.
- Assist and enforce all college rules and regulations.
- Utilize MOODLE as an integral tool for instructional delivery
- Perform other duties as required by the Academic Chairperson, Director of SSI, or Dean of Academic Affairs

Minimum Requirements:

- Master's degree in Samoan Studies or equivalent
- Must have five (5) years of teaching experience at a two or four year college level
- Computer skills, teaching skills, written skills and oral speaking skills

Salary: TS-01/10-TS-03/01: \$43,136.00 - \$45,557.00 per annum

Application Deadline: June 23rd, 2023 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, 699-2722 ext 3601/3602/3603/3604/3605/3606 or online at www.amsamoa.edu/employmentopportunities or by emailing ascchumanresources@amsamoa.edu.

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