



**American Samoa Community College
EMPLOYMENT OPPORTUNITY**

Position Title: TED Faculty –Math/ Science Instructor
Employment Status: Full Time 10 months (Career Service)

General Description:

The TED Math/ Science Instructor reports directly to the Chairperson of Teacher Education under the American Samoa Bachelor of Education Program. The successful candidate will provide effective instruction and curriculum leadership in his/her assigned courses taught in the TED Program. The successful candidate will also contribute to the overall development and success of departmental initiatives, promoting instructional quality and best teaching practices for the B.Ed. Program; Elementary Education.

Responsibilities and Duties:

- Collect, prepare and present instructional materials for all assigned subjects to be taught.
- Prepare and distribute a course syllabi/outline for each subject during the first week of instruction, as requested by the Office of Academic Affairs.
- 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.
- Teach each class as scheduled and supervise examinations, field trips, internships, service learning activities, cohorts and practicum.
- Develop, implement and assess Student Learning Outcomes (SLOs) for each course taught
- Participate as an active member in the SLO 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 registration, and participate in faculty orientation, 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 any college committee and extracurricular functions.
- Assist and enforce all ASCC rules and regulations.
- Maintain attendance and scholastic records and submit these to the Admissions and Records Office at the assigned date every semester / session.
- Share data on SLOs collected from courses taught with department and other college stakeholders, and provide recommendations for improvement of student learning.
- Perform other duties as may be required by the Department Chairperson, the respective Director, the Dean of Academic Affairs, and/or the VP of Academic and Student Affairs.

Minimum Qualifications:

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

- Master's Degree in Education with an emphasis in Mathematics and/or Science.
- Five (5) years or more experience teaching at the post-secondary level.

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

Application Deadline: July 17th, 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 by emailing Silaulelei Saofaigaalii at s.saofaigaalii@amsamoa.edu or ascchumanresources@amsamoa.edu.

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