



**American Samoa Community College**  
Teacher Education Department  
**EMPLOYMENT OPPORTUNITY**

**Position Title:**                   **Teacher Education/B.Ed. Instructor**  
**Employment Status:**           Full Time (Career Service)

**General Description:**

Instructor will report directly to the Academic Chairperson of the Teacher Education Department. The department offers both an AA and B.Ed. degree with an emphasis in Elementary Education. It emphasizes content specific courses in Language Arts, Children's Literature, Early Childhood, Mathematics, Science, Social Studies, Education, Physical/Health Education, Instructional Technology, Curriculum Development, Assessment and Samoan Language, and culminates with the Student Teacher Experience. All content courses are paired with a field experience that the instructor will also be responsible for. The skills acquired will prepare students to become effective elementary classroom teachers, as well as for the workplace.

**Job Responsibilities:**

- Collect, prepare and present instructional materials for all subjects to be 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 programs 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, TED 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 career, 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 Teacher Education, or Dean of Academic Affairs.

**Job Qualifications:**

- Master's degree in Education; Content areas of Special Education, Early Childhood, Mathematics, Science, Samoan Language, and/or Elementary Education.
- At least 4-5 years of college teaching of Education courses, specifically in Elementary Education or in related fields as listed above at a two or four year university or college.
- Must demonstrate knowledge in curriculum development, assessment, and Elementary Education. Must have strong analytical and interpersonal skills, and be a team player who is highly supportive of the ASCC/B.Ed. Program.
- Must be highly computer literate (Microsoft Word, Excel, etc.)

**Preferred Qualifications:**

- Doctoral degree in Education

**Salary:           Salary to commensurate with degree qualifications and teaching experience.**

**Application Deadline: December 15, 2017 no later than 4:00pm.**

Applications are available from American Samoa Community College, Human Resources Office 699-9155 Ext. 428/441/429, <http://www.amsamoa.edu/employmentopportunities.html> or by emailing [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

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