American Samoa Community College
Academic Affairs Division
EMPLOYMENT OPPORTUNITY

Position Title: **TED Instructor**
Employment Status: Full Time 10 months (Career Service)

General Description:
The TED Instructor will report directly to the Academic Chairperson of the Teacher Education Program Department. The department offers both AA and B.Ed. degrees with an emphasis in Elementary Education. It emphasizes content specific courses in Language Arts, Children's Literature, Early Childhood, Mathematics, Science, and Social Studies, Education, Physical/Health Education, Instructional Technology, Curriculum Development, Assessment and Samoan Language, and culminates with a Student Teacher Experience demonstration. All content courses are paired with a practicum experience that the instructor will also be responsible for. The skills that TED students acquire will prepare them for both further academic studies in Teacher Education/ Elementary Education and/or the workplace.

Responsibilities and Duties:
- Collect, prepare and present instructional materials for all subjects to be taught
- Teach a full instructional course load of 15 credits or 225 instructional hours per semester. However, loads may vary between 12-16 credits per semester
- Update and distribute comprehensive course syllabi for either the AA Education degree or the B.Ed degree courses 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.
- Adhere to, 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: and 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 with and enforce all ASCC rules and regulations on campus

- Utilize MOODLE as an integral tool for instructional delivery, students' assignments and grading
- Perform other duties as assigned by the Academic Chairperson, Director of Teacher Education, or Dean of Academic Affairs

Minimum Qualifications:

- Master's degree in Education, Curriculum Studies, and/or Elementary Education
- At least four (4) – five (5) years of teaching experience in elementary or middle school, collegiate teaching experience a plus
- Must demonstrate knowledge in curriculum development
- Must have strong analytical and interpersonal skills, and be a team player who is highly supportive of the ASCC/B.Ed. Program
- Must be computer literate (MOODLE, Microsoft Word, Excel, etc.)

Salary: TS-03/06-11: $49,627.00 - $53,697.00 per annum

Application Deadline: November 27, 2026 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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