



American Samoa Community College
Academic Affairs Division / Teacher Education Department
IN-HOUSE EMPLOYMENT OPPORTUNITY

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

General Description:

TED faculty teaches during the regular ASCC session (15 weeks) and the evening session (10 weeks) during the fall and spring semesters. Courses are taught by TED faculty who are well rounded and can teach an array of TED courses. During the summer, TED serves the faculty in-service teachers with 2-5 week summer sessions, and every other year includes a 10-week session simultaneously with the 5-weeks session.

Responsibilities and Duties:

- Collects, prepares, and presents instructional materials for all assigned subjects to be taught in either a face-to-face and/or a virtual format
- Teaches 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
- Prepares and distributes a comprehensive syllabus for all courses taught in a timely manner, as requested by Dean of Academic Affairs
- Teachers each class as scheduled and supervises examinations, field trips, practicum and other activities
- Maintains attendance and scholastic records and submits these to the Admissions and Records office by the assigned date every semester
- Develops, implements and assesses Student Learning Outcomes (SLOs) for each course taught
- Shares collected data on SLOs with department and other College stakeholders, and provides recommendations for improvement of student learning
- Participates as an active member in the Student Learning Outcomes review, program review and student assessment
- Academically advises students regarding their chosen program of study
- Assists and provides students with information on career, academic referrals and transfer opportunities
- Assists with registration process, and participates in faculty orientations, commencement exercises, and professional development activities
- Posts and maintains a class schedule and office hours for student assistance
- Provides safety measures and fully exercises the enforcement of these measures in the classroom
- Actively participates in and contributes to any College committee and extracurricular functions
- Assists and enforces all College rules and regulations
- Performs other duties as may be required by the Department Chairperson or respective Director, the Dean of Academic Affairs or the Vice President of Academic, Community, and Student Affairs

Minimum Qualifications:

- Masters Degree in Education, with content areas including Special Education, Early Childhood, Mathematics, Science, Samoan Language, and/or Elementary Education, Curriculum and Instruction
- At least four (4) – five (5) years experience teaching Education courses at the college level, specifically in Elementary Education or in related fields as listed above at a two (2) or four (4) year college or university. In lieu of college teaching, must have five (5) or more years of teaching experience.

Preferred Qualification

- Doctorate degree in Education or related field, with emphasis in Curriculum and Instruction

Salary Range: TS-03/02-11: \$46,371.00 - \$53,697.00 per annum

Application Deadline: June 13, 2022 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, online at www.amsamoa.edu/employmentopportunities or by emailing ascchumanresources@amsamoa.edu.

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