



American Samoa Community College
Teacher Education Department
EMPLOYMENT OPPORTUNITY

Position Title: TED/ASDOE Recruiter Data
Employment Status: Full Time 12 months (One Year Contract with Benefits)

General Description:

The successful candidate for this position will recruit in-service teachers to attend ASTEP and keep data of teachers' enrollment and participation semesterly.

Responsibilities and Duties:

- Coordinate and schedules school site visits for recruiting
- Design, develop and distribute pamphlets/brochures-educational information to public
- Develop a good rapport with DOE Elementary and Secondary Leaders and Teacher Quality
- Keep data on demographics of in-service teachers for reporting
- Provide disaggregated data showing teachers' rates of success and progress
- Participate in workshops, set up information booths at various venues
- Work with TED's Lumana'i Educators Assoc. (LEA) for outreach/recruiting purposes
- Collaborate with TED Director and TED Administrative Assistant
- Submit monthly report to Dean and IE
- Maintain records of all teachers recruited in program.
- Keep travel log and sign-in sheets, provide weekly visitation schedule to sites
- Create semester incentive activities for in-service teachers such as: Educator's Night

Minimum Qualifications:

- Some college, or Associate's Degree
- One to four (1-4) years of work experience in direct/related field.

Salary Range: Will be commensurate with degree and experience.

Application Deadline: January 21, 2021 no later than 4:00pm.

Applications are available from American Samoa Community College, Human Resources Office 699-9155 Ext. 460/466/460/456/474, <http://www.amsamoa.edu/employmentopportunities.html> or by emailing ascchumanresources@amsamoa.edu.

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