



AMERICAN SAMOA COMMUNITY COLLEGE

Office of Institutional Effectiveness

"Public Information Release Form"

All ASCC public information releases must first be approved by your Dean or Director. For any document requiring a payment, a Purchase Request form must be processed using Business Office procedures. (Solicitation letters and personal invitations to College events are not included in this process.)

The Division Dean/Director from which the public information document originates is responsible for:

- 1) Informing staff of the policies and guidelines for public information dissemination. *(President's 6 Oct 02 memo)*
- 2) Ensuring the factual correctness of the information.
- 3) Assigning an individual in his or her division to check the correctness of spelling, punctuation, grammar and appropriateness of language usage.
- 4) Taking steps to ensure the correctness and appropriateness of Samoan language translations.
- 5) Allowing at least two weeks for review of documents of substantial length. These include the College Catalog, Student Handbooks or policy manuals.
- 6) Informing internal stakeholders and the President of interviews with KVZK before they take place.

Briefly describe the release: To advertise "TEP/ASDOE Recruiter Data" on free media.

Signature Protocol:

Author/Originator(s)		date	<u>01/10/2020</u>
Dean or Director		date	<u>1/10/2020</u>
Director of SSI <small>(When Applicable)</small>	<u>N/A</u>	date	_____
Director of IE		date	<u>1-10-20</u>
VP of AA or AS		date	<u>1/10/20</u>
President		date	<u>1/10/20</u>

AMERICAN SAMOA COMMUNITY COLLEGE

P.O. Box 2609, Pago Pago, American Samoa 96799
(684) 699-9155 • (684) 699-2062 (fax)

IE: PIRF 001- Revised October 14, 2014



AMERICAN SAMOA
COMMUNITY COLLEGE

Website Change Request Form

Date: 1/11/2020

Reason for Change: To advertise "TED/ASDOE Recruiter Data"
Proposed Changes: on ASCC Website.
Webpages Changed:

Brief Description of Content Types to be included with Change:

Text _____

Image _____

PDF _____

Other (Specify): _____

***Please attach all content for Website Changes. Email support@amsamoa.edu with a copy of the processed form and all additional content as indicated above.**

Signature Protocol:

Author/Originator

1/10/2020
Date

Officer, Dean, or Director

1/10/2020
Date

N/A

Director of SSI (When Applicable)

Date

Director, Institutional Effectiveness

1.10.20
Date

Chief Information Officer

1/10/20
Date

Vice President, of AA or AS

1/10/20
Date

ASCC President

1/10/20.
Date



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 individual in this position is responsible for recruiting in-service ASDOE and private school teachers to attend ASTEP. He/she will also keep data of teachers' enrollment and participation every semester.

Responsibilities and Duties:

- Coordinate and schedule school site visits for recruiting.
- Design, develop and distribute pamphlets/brochures-educational information to the public.
- Develop a good rapport with DOE Secondary and Elementary Leaders, and Teacher Quality.
- Keep data on demographics of in-service teachers for reporting.
- Provide disaggregated data showing rates of teachers' success and progress.
- Participate in workshops and set up information booths at various venues.
- Collaborate with the TED Lumana'i Educators Association (LEA) for outreach/recruiting purposes.
- Collaborate closely with TED Administrative Assistant.
- Write and submit reports on the progress of the in-service teachers to the Director of TED.
- Maintain records of all teachers recruited in the program.
- Keep a travel log, utilize sign-in sheets, and provide a weekly visitation schedule to sites.

Minimum Qualifications:

- Associate degree in related field.
- Two to five (2-5) years of work experience in direct/related field.

Salary Range: Will be commensurate with degree and experience.

Application Deadline: February 27, 2020 no later than 4:00pm.

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 374/456/460/466 or by emailing Silaulelei Saofaigaalii at s.saofaigaalii@amsamoa.edu or ascchumanresources@amsamoa.edu.

“An Equal Opportunity/Affirmative Action Employer – And A Drug-Free Workplace”