



American Samoa Community College
Academic Affairs Division – Math Department
EMPLOYMENT OPPORTUNITY

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

General Description:

ASCC is seeking a dedicated College Math Instructor to join our Mathematics Department. This position plays a crucial role in delivering high-quality instruction across various levels of mathematics to support ASCC's certificate and degree programs. From foundational courses in arithmetic and introductory algebra to advanced studies in college algebra, trigonometry, statistics, and calculus, the College Math Instructor ensures that students acquire essential mathematical skills for both academic success and career readiness.

Responsibilities and Duties:

- Collect, prepare, and present instructional materials for all classes taught.
- Prepare and distribute all syllabi and outlines for each class taught in a timely manner for each course taught and as requested by Academic Affairs.
- Teach a full instructional load of 15 credit hours or 225 instructional contact hours per semester in Mathematics. Note that loads may vary between 14 and 16 credit hours per semester.
- Teach each class as scheduled and supervise examinations, field trips, internships, service- learning activities, and practicum
- Post and maintain a class schedule with office hours to assist students
- Participate in the different levels of Student Learning Outcome (SLO) review, program review, and student assessment
- Develop, implement, and assess SLOs for each course taught
- Develop, assess, and utilize data from student learning outcomes (SLOs) at the course, program, and institutional levels.
- Maintain attendance and scholastic records, and submit the required records to the Admissions and Records Office at the assigned date every semester and or session.
- Share data on SLOs collected from courses taught with department and other college stakeholders, and provide recommendations for improvement of student learning.
- Academically advise assigned students regarding their chosen program of study.
- Participate in faculty orientation, commencement exercises, and professional development activities.
- Assist and provide students with information on careers, academic referrals, and transfer opportunities.
- Assist with the registration process.
- Actively contribute to college and or academic committees and extra-curricular functions.
- Assist, follow, and enforce all ASCC rules and regulations.
- Perform other duties assigned by the Academic Department Chairperson or Dean of Academic Affairs.

Minimum Qualifications:

- Master's degree in Education with Emphasis in Mathematics
- Two to three years of teaching experience at a two- or four-year university/college
- Ability to communicate effectively both verbally and in writing
- Must demonstrate knowledge in curriculum development
- Must have a good analytical and interpersonal skills
- Must be computer literate
- Fluent in English and Samoan

Salary: TS-03/01-05: \$45,557.00 - \$48,813.00 per annum

Application Deadline: August 7th, 2024 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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