



**American Samoa Community College**  
Academic Affairs Division – English CAPP Department  
**EMPLOYMENT OPPORTUNITY**

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

**General Description:**

The English CAPP Instructor reports directly to the College Accelerate Preparatory Program (CAPP) Chairperson under the overall supervision of the Dean of Academic Affairs. CAPP provides effective instruction and curriculum leadership. In addition to teaching the assigned course, the instructor will contribute to the overall development and success of departmental initiatives promoting instructional quality.

**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 as requested by Academic Affairs.
- Teach a full instructional load of 15 credit hours or 225 instructional contact hours per semester. Note that loads may vary between 14 and 16 credit hours per semester.
- Prepare and distribute a comprehensive syllabi for all courses taught in a timely manner as requested by Academic Affairs (Repeats item above. Take out.)
- Teach each class as scheduled and supervise examinations, field trips, internships, service-learning activities, and practicum
- Maintain attendance and scholastic records and submit the required records to the Admissions and Records Office at the assigned date every semester and session.
- Develop, implement, and assess Student Learning Outcomes (SLOs) for each course taught.
- Share data on SLOs collected from courses taught with the department and other college stakeholders, and provide recommendations for improvement of student learning.
- Participate in the different levels of SLO review, program review, and student assessment.
- Academically advise students regarding their chosen program of study.
- Provide students with information on careers, academic referrals, and transfer opportunities.
- Participate in faculty orientation, commencement exercises, and professional development activities.
- Assist with the registration process.
- Post and maintain a class schedule and office hours for student assistance.
- Provide safety measures and fully enforce these measures in the classroom
- Actively participate and contribute to ASCC committees and extracurricular functions.
- Observe and enforce all ASCC rules and regulations.
- Assist with ASCC Entrance Placement Testing.
- Perform other duties as may be required by the Department Chairperson, Dean of Academic Affairs, or the Vice President of Academic, Community and Student Affairs.

**Minimum Qualifications:**

- Master's degree in Education with an emphasis in English as a Second Language from a U.S. accredited institution
- Must have a least three (3) years of teaching experience in developmental English at a two- or four-year college
- In lieu of teaching experience at a college level, must have five (5) to seven (7) years of high school teaching experience
- 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
- Must speak English and Samoan fluently.

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

**Application Deadline:** January 2<sup>nd</sup>, 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](http://www.amsamoa.edu/employmentopportunities) or by emailing [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

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