



**American Samoa Community College**  
American Samoa Bachelors of Education Program  
**EMPLOYMENT OPPORTUNITY**

**Position Title:** Field Coordinator/Faculty  
**Employment Status:** Full Time/10 Months – Career Service

**Program Description:**

The American Samoa Bachelors of Education Program mission is to meet the professional development needs of pre-service and in-service teachers enabling them to effectively teach in American Samoa and within the context of the global demands of the future.

**General Description:**

A full time Education Site – Coordinator for the four (4) year teacher education program must have an education background in Student Teaching curriculum, site supervision, developing instructional curriculum and strategies using technology. The Education site – Coordinator will develop and supervise practicum and student teaching sites working collaboratively with other education faculty members and the director in developing, and reviewing of the education program, curriculum, instructional strategies, and assessment for students majoring in Education. The incumbent reports directly to the Director of the School of Education and works closely with the department, faculty and students in order to meet the needs of professional development for all teacher candidates.

**Job Duties and Responsibilities:**

- To develop a program for practicum and student teaching sites.
- To supervise ad work collaboratively with education faculty on practicum and student teaching sites
- To teach at least two (2) courses in education
- To provide course syllabus for each course assigned to teach and evaluation reports on student learning outcomes.
- To assist student majoring in education with advising and registration.
- To promote awareness and assist with recruiting students into the education program
- To serve on college and community committees relating to the education program.
- To assist with continued development of the education program.
- To keep regular office hours and appointment with students
- To perform other duties assigned by the Director.

**Evaluation:**

- Full time faculty / site coordinator will be evaluated once at the end of the academic year. Student evaluations will be given for each course at the end of every semester. The Director will also conduct a performance for each faculty/site coordinator at the end of the academic year. The results will be used for performance evaluation and for course evaluation. Full-time faculty/site coordinator will meet with the Director of the School of Education prior each semester for discussion about job

descriptions, expectations, and responsibilities. Evaluation meetings will also be held at the end of the academic year.

**Minimum Qualifications:**

- The incumbent must have a Master's degree in Education with an emphasis in Language Arts or Science, Math, Social Studies, Technology or Curriculum and Instruction. At least six (6) years teaching at the elementary level, and experience mentoring and supervising student teachers as well as coordinating student teaching sites at the elementary level.

**Salary:** Salary will be commensurate with degree and experience.

**Application Deadline:**

Applications are available from American Samoa Community College, Human Resources Office at 699-9155 Ext. 403/335/436

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