

**Part-Time Paralegal Instructor (Pool)**  
**West Valley-Mission Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=229814>

Downloaded On: May. 9, 2024 12:36pm

Posted Jan. 31, 2024, set to expire May 29, 2024

<b>Job Title</b>	Part-Time Paralegal Instructor (Pool)
<b>Department</b>	
<b>Institution</b>	West Valley-Mission Community College District Saratoga, California
<b>Date Posted</b>	Jan. 31, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Lecturer/Instructor
<b>Academic Field(s)</b>	Law
<b>Apply Online Here</b>	<a href="https://apptrkr.com/4979079">https://apptrkr.com/4979079</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Part-Time Paralegal Instructor (Pool)**

**West Valley-Mission Community College District**

Closing Date:

**Definition:**

PART-TIME, ASSOCIATE FACULTY POOL

Applications for Part-Time, Associate Faculty pools are continually accepted (unless otherwise

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specified) by the District and will be added to the application pool for review by hiring authorities on an as-needed basis. Should you be invited for an interview, you will be contacted by a District representative.

**Assignment:**

This position is a part-time position as an Associate Instructor in the Paralegal program. The teaching assignment may require teaching lecture-discussion courses during day, evening or on Saturday and/or in an on-line/distance education format. The assignments are as needed, during Spring, Summer, and/or Fall semesters. This position is represented by the West Valley-Mission Federation of Teachers (WVMFT), AFT 6554.

Work location: West Valley College, Saratoga, CA

**Salary and Benefits:**

Salary is based on a percentage of workload, up to a maximum of 67% of a full-time load. Salary is prorated based on an initial hiring salary range of \$34,143 - \$49,337 per semester; and is based on academic achievement, teaching and related experience.

**Minimum Qualifications:**

1. Education & Experience - Possess any one of the following:

- \* Bachelors degree in paralegal studies, or related field AND two years of professional experience; OR
- \* Associates degree in paralegal studies, or related field AND six years of professional experience; OR
- \* A valid California Community College Instructors Credential in the discipline; OR
- \* The equivalent of the above.

AND

2. Demonstrated ability to effectively teach, counsel or work with persons of diverse socioeconomic, cultural, disability and ethnic backgrounds.

**Examples of Duties and Responsibilities:**

Instructional duties and assignments may consist of one or more of the following:

- \* Provide instruction for assigned courses. This includes preparation for in-class or on-line/distance education activities, evaluation of students work, consultation with students outside of class and/or on-line, maintenance of currency in the subjects taught.
- \* Maintain accurate class and other records required by the college.
- \* Submit, when due, attendance rosters and grade reports.
- \* Follow course outlines as filed in the instruction offices.

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- \* Maintain office hours each week, at .5 hours per week per section.
- \* Observe, support and enforce the regulations, policies and programs of the District and college.
- \* Provide each student with a written course syllabus at the beginning of the course, as per instructions in the Faculty Handbook.
- \* Refer students to appropriate college sources for information on counseling and other student services.
- \* Assist students by providing advice on requirements for successful achievement in the members area of expertise.
- \* Work cooperatively within the college community.
- \* Foster an environment that protects academic freedom within the college community.
- \* Foster a positive working environment that is free from harassment, prejudice and/or bias.
- \* Demonstrate a respect for the dignity of each individual.

**For more information on this position and to apply, please visit our website at the following link:**  
[wvm.peopleadmin.com](http://wvm.peopleadmin.com)

Applicants who, due to a disability, require accommodations to complete the application, testing or interview process, please contact Human Resources at (408) 741-2174 to arrange for assistance.

*West Valley-Mission Community College District is an Equal Opportunity Employer.*

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

N/A

West Valley-Mission Community College District

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