

PT Paralegal Instructor
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252142>

Downloaded On: Apr. 24, 2025 1:48am

Posted Jan. 27, 2025, set to expire Jun. 1, 2025

Job Title	PT Paralegal Instructor
Department	Faculty
Institution	Foothill-De Anza Community College District Los Altos Hills, California

Date Posted	Jan. 27, 2025
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Application Deadline	Open until filled
Position Start Date	Available immediately

Job Categories	Lecturer/Instructor
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Academic Field(s)	Law
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Apply Online Here	https://apptrkr.com/5955273
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Apply By Email

Job Description

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PT Paralegal Instructor

HR EMPLOYMENT/CAREERS

PT Paralegal Instructor

Foothill-De Anza Community College District is establishing a pool of qualified applicants for this position. Applications will be accepted continuously until otherwise noted. Applications will remain on file for two years from date received.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or

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any other costs incurred by applicant to attend interviews or accept employment. All interviewing and moving costs incurred will be the responsibility of the applicant.

SELECTION PROCEDURE:

Applications will be screened by appropriate department representatives on an as-needed basis. Qualified applicants who best meet the needs of the division will be contacted for an interview.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Standard duties expected of all faculty include development and evaluation of curricula, maintaining scheduled office hours, attendance at department and division meetings, pursuing professional growth activities, and performing other duties consistent with the role of an instructor. Instructors also have the opportunity to serve on District and college committees and participate in campus extra-curricular activities.

Teach selected courses in De Anza's Paralegal program.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Minimum Qualifications for this position as defined in the Minimum Qualifications for Faculty and Administrators in California Community Colleges published by the Academic Affairs Division, Chancellor's Office, California Community Colleges which can be located at the website: <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/What-we-do/Educational-Programs-and-Professional-Development/Minimum-Qualifications>

NOTE: Official Transcripts verifying qualifications will be **REQUIRED** after an offer of employment. Applicants who have international transcripts must obtain transcripts that are evaluated by an independent educational-equivalency evaluation company and obtain an English translation (if necessary). These services are to be done at the applicant's expense. Both Foothill De Anza CCD employees and external candidates must submit transcripts.

SALARY RANGE:

Actual placement is based on applicant's verified education and experience.

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For the complete Faculty Salary Schedule, go to: http://hr.fhda.edu/_faculty-information.html

APPLICATION PROCESS:

To be considered for this pool, you must submit an on-line application packet with the following items:

1. A District on-line application at <https://hr.fhda.edu/careers/>. In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. A current resume of all work experience, formal education and training.
3. A cover letter addressing the preferred qualifications for the position.

If any required application materials are omitted, the committee will not review your application materials.

If you wish to request equivalency for this position (if you believe you do not meet minimum qualifications), you may submit the Request for Equivalency form. This form will need to be submitted with your application packet. You may either scan a hard copy of this form with your application packet or submit it as a Word document with your application packet. <https://hr.fhda.edu/forms.html>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services.

The successful applicant will be required to provide proof of authorization to work in the U.S.

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/267?c=fhda>

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

Faculty

Foothill-De Anza Community College District

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