

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

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

Downloaded On: May. 11, 2024 3:18am

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

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

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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

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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