**JOB DESCRIPTION**

**Job Title:** Instructor Paralegal

**Division/Department:** Professional Careers **FLSA:** Exempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

**General Function:**

Central Piedmont Community College is a comprehensive institution which places primary emphasis on excellence in classroom instruction. Faculty members are expected to demonstrate and maintain competence in each of the following areas throughout their employment at the college.

**Characteristic Duties and Responsibilities**

**I. Mastery of Subject Matter**

a. Demonstrate a thorough and accurate knowledge of their field or discipline.
b. Display an ability to interpret and evaluate the theories of their field or discipline.
c. Connect their subject matter with related fields.
d. Stay current in their subject matter through professional development, involvement in professional organizations, and attending professional meetings, conferences, or workshops.
e. Learn and use technology to enhance teaching and the educational experience when appropriate.

**II. Teaching Performance**

a. Teach a course load appropriate to their field or discipline.
b. Plan and organize instruction in ways that maximize documented student learning.
c. Employ appropriate teaching and learning strategies to communicate subject matter to students.
d. Modify, where appropriate, instructional methods and strategies to meet diverse student needs.
e. Employ available instructional technology, i.e. the internet, telecourses, interactive technology, when appropriate.
f. Encourage the development of communication skills and higher order thinking skills through appropriate assignments.
g. Contribute to the selection and development of instructional materials in accordance with course objectives.
h. Incorporate core competencies into curriculum.
i. Develop, update, and post course syllabi in a timely manner.

**III. Evaluation of Student Learning**

a. Establish meaningful learning student learning outcomes for courses/programs.
b. Develop and explain methods that fairly measure student progress toward student learning outcomes.
c. Evaluate student performance fairly and consistently and return student work promptly to promote maximum learning.
d. Maintain accurate records of student progress and submit final grade rosters to division administrator each semester according to established deadlines.
e. Demonstrate sensitivity to student needs and circumstances.

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**IV. Support of College Policies and Procedures**

a. Teach classes as assigned in a multi-campus environment.
b. Teach credit or non-credit courses within field or discipline as needed.
c. Post and maintain regular office hours to ensure accessibility to colleagues and to students for advisement and consultation.
d. Serve as faculty advisor within the current college advisement system.
e. Prepare, distribute, and submit syllabi and approved course outlines for all assigned sections in accordance with program and divisional policies.
f. Maintain confidentiality of student information.
g. Substitute for other instructors within field or discipline in case of an absence.
h. Exercise stewardship of college facilities and materials.
i. Record and provide attendance data in accordance with College Policies and Procedures.

**V. Participation in College, Division, and Program Activities**

a. Serves on college, divisional, and program committees as assigned.
b. Participate in meeting and events required by the college, division, and program administrators.
c. Respond in a timely fashion to information requests from college, division, and program administrators.
d. Support both part-time and full-time colleagues.
e. Contribute to program and division curriculum development processes.
f. Participate in graduation ceremonies
g. Demonstrated strong interpersonal skills in communication with students, colleagues, staff and administrators as an individual or as a part of a team.

**VI. Contribution to Growth and Enhancement of College Mission and Programs**

a. Maintain familiarity with college goals, mission, and long-range plans.
b. Contribute to planning and development processes through appropriate mechanisms and channels.
c. Participate in professional activities that contribute to the educational goals on the college and its constituents.
d. Perform professional responsibilities in accordance with pertinent goals, missions, and plans of the college, division, and programs.
e. Participate in the marketing, recruitment, and retention of students, faculty and staff.

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**Reporting Relationships:**

**Direction Received:** Receives general guidance and direction from the program chair; receives direct supervision from the division chair

**Direction Given:** No authority or responsibility for the supervision of others, project direction, or program Administration

**Minimum Requirements:**

J.D. Degree from a regionally accredited ABA law school and three years of experience in practicing law

**Preferred Qualifications:**

- Two years of teaching experience at a college-level
- Four to six years of experience in practicing law
- Experience working with paralegals
- Proficient use of technology (Microsoft Office) and demonstrated ability to teach online

**Working Conditions:**

Typical classroom environment

**Official transcripts are required prior to the date of hire**

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