**Position Description**

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| **Position Title:**  | Assistant Professor in Paralegal  | **Location:**  | McLain Hall |
| **Department:** | Instruction | **Reports To:** | Division Chair |
| **Division:** | Career & Technical Professional Programs | **FLSA Status:** | Exempt |
| **Salary Structure** | [Skills Prepared](https://www.nic.edu/modules/images/websites/34/file/FY21%20Faculty%20Salary%20Structure%20-%20Summary.pdf)  |  |  |

**SUMMARY**

This position is responsible for providing instruction and serving as advisor to students enrolled in the Paralegal Program and Business Administration Program each semester.

### Essential Duties and Responsibilities

This list includes but is not limited to the following:

* Teaches a minimum of 15 equivalent credit hours per semester as assigned and maintains additional weekly contractual hours, including a minimum of five office hours, five campus hours and five discretionary hours divided between office and campus hours for a total of 30 hours on campus per week
* Utilizes non-traditional delivery methods including Internet, IVC, Zoom, and/or Canvas.
* Selects appropriate learning resources for students, being mindful of cost for the student, prepares class presentations and handouts for electronic distribution, and prepares a syllabus for each course, each semester.
* Evaluates student learning outcomes according to description in the syllabus and delivers grades to the registrar on time.
* Receives training in and keeps skills current in using the electronic and physical equipment and software necessary to accomplishing teaching and advising responsibilities
* Advises students using the recommended procedures as outlined in the College Advising Handbook
* Identifies student-learning outcomes; develops process and tools for assessment; incorporates results in order to modify instruction and materials in general education, degree program, course cluster, and/or certificate program, in coordination with colleagues
* Cultivates effective public relations with various community agencies, service providers and/or educational partners and works collaboratively with the program advisory committee in determining the program needs and course development.
* Participates in student recruitment, curriculum development, and serves on college committees
* Provides mentorship for adjunct faculty and orients associate faculty as needed
* Attends and participates in faculty meetings
* Participates in professional development activities
* Demonstrates a commitment to the philosophy and mission of a comprehensive community college
* May teach evenings and/or weekends

**Marginal Duties**

* Performs other duties as assigned

**REQUIRED MINIMUM QUALIFICATIONS**

The requirements listed below represent the minimum qualifications necessary for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

**Education and Experience**

Paralegal Certification or degree and one year full-time equivalent experience working in a law office is required. Prior higher education teaching experience or experience teaching Paralegal courses is preferred. Demonstrated sensitivity to the needs of students, faculty, and staff from multi-cultural backgrounds.

**Certificates, Licenses, Registrations**

Must possess or be able to obtain an Idaho State Career Technical Education (CTE) post-secondary teaching certificate with appropriate endorsement/s.

**Knowledge, Skills and Abilities**

* Excellent oral and written English communication skills.
* Ability to use a personal computer and associated peripherals and current version of Microsoft Windows and Microsoft Office, Internet, and alternative delivery systems (e.g., internet and interactive video) at a proficient level.
* Ability to operate standard office equipment including phone and copier

**Physical Demands and Work Environment**

The physical demands and work environment described here are representative of those that must be met or are encountered by an employee in the normal course of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements and environment are typical of those in a general office setting. This job involves regular sitting, standing, walking, typing, moving, lifting objects up to 25 pounds and exposure to office lighting. A wide variety of standard office equipment is continually used, including phone, fax, copier, printer and computer.

**Approved By Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approved By Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**March 2024**