

Job Title: Online Adjunct Faculty – Legal Education

School: Center for Advanced Legal Studies

Main Campus: Houston, TX 77042

Job Type: Remote Adjunct/Part-Time

Pay: \$2,100 per course (8-week duration)

Company Overview:

Center for Advanced Legal Studies is a leading paralegal college that has specialized exclusively in the education of paralegals since opening its doors in 1987. The mission of Center for Advanced Legal Studies is to provide students with the knowledge and skills necessary to meet the needs of the legal, governmental, and business communities.

Position Summary:

As an adjunct faculty member in the online environment, you will play a vital role in delivering high-quality education to our students through engaging online courses. You will be responsible for teaching live classes, recording lectures, grading assignments, providing feedback, and ensuring timely communication with students. Additionally, you will contribute to course preparation and review, maintain attendance records, and participate in professional development activities.

Possible Course Availability: LEGAL EDUCATION

1000 Level Courses:

- Introduction to Law and Ethics, Criminal Law and Procedure, Legal Research and Writing, Civil Procedure, Wills, Trusts and Probate, and Personal Injury.

2000 Level Courses:

- Corporate and Business Law, Family Law, Real Estate, Computers and the Law, Contracts, Intellectual Property, E-Discovery, Immigration, Advanced Civil Procedure, Advanced Research and Writing, and Oil and Gas.

3000 Level Courses:

- Administrative Law and Bankruptcy Law.

4000 Level Courses:

- Legal Ethics, Employment Law, and Constitutional Law and Civil Liberties.

Responsibilities:

Teaching/Communication:

- Deliver interactive and engaging lectures to live (online) classes via Blackboard Collaborate.
 - o Classes may be scheduled one or more of the following:
 - Tuesday or Thursday for 3000/4000 level classes (generally).
 - Monday or Wednesday for 1000/2000 level classes (generally).
 - 7:00 pm – 9:00 pm CST
 - These dates are subject to change due to instructor availability and student schedule needs.
 - o Course session duration: 8 weeks
- Communicate with students and administrators about assignments, progress, and attendance.
- Grade assignments promptly and provide constructive feedback.

- Submit final grades to administration by the set due date.

Attendance:

- Record live lecture and asynchronous attendance each week.
- Maintain accurate attendance records in accordance with current school policy.
- Communicate with students and administrators about excessive student absences.

Course Preparation & Review:

- Prepare and update course outline and syllabus before the start of each term.
- Develop and improve course and lesson plans.
- Participate in the selection of textbooks and instructional materials.
- Conduct informal and formal reviews of course components to ensure their relevance to industry standards.
- Ensure course design in the Canvas LMS adheres to institutional standards.

Professional Development/Continuing Education/Other:

- Complete the Faculty Development Plan and Data Sheet annually.
- Attend required training and professional development activities.
- Participate in faculty meetings and bi-annual graduation.

Qualifications:

Legal Education Faculty must hold a Doctor of Jurisprudence from an accredited institution and possess the following qualifications:

- Experience working with/employing paralegals or as a paralegal themselves.
- Evidence of experience in the selected area(s) of instruction.
- Commitment to continued professional growth through the maintenance of MCLE requirements of the State Bar Association and/or other continuing education opportunities.
- No grievances filed in the last five years resulting in public reprimand or more severe sanctions by the State Bar or the State Supreme Court.

For certain law classes that are practice-based (e.g., Research and Writing, Computers and the Law, Interviewing and Investigations), the following provisions for employment can apply:

- Hold a paralegal certificate from an accredited institution and demonstrate outstanding professional experience.
- Be employed in a related field while teaching in the program.
- Provide annual verification of continued liaison with employers in the legal profession.

Technical Skills:

Familiarity with Canvas LMS or Blackboard Collaborate is preferred.

Applicants who have not used Canvas/Blackboard previously must have a high level of technical ability and a willingness to learn.

Application Process:

Please complete the CALS Employment Application found on our website at <https://www.paralegal.edu/employment-opportunities>. Please email questions and cover letters to sarah@paralegal.edu.

We appreciate all applications; however, only candidates selected for an interview will be contacted.

*Our institution is an equal opportunity employer and encourages applications from all qualified individuals.