

### **APPLICATION DEADLINE**

This position will remain open through **JUNE 23, 2010**. Applications may be screened throughout the year as instructional needs arise. All applications will be reviewed and applicants will be notified by **JUNE 23, 2010**. It is the applicant's responsibility to ensure that all application materials are received. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the date of a scheduled interview.

### **SELECTION PROCEDURE**

Application materials will be evaluated by a selection committee to determine which applicants qualifications, based on the information in the job announcement, best suit the needs of the District and the Department. The selection committee will conduct interviews, including a teaching demonstration, in order to determine which applicants best demonstrate the skill and knowledge required for the position. Successful candidates will be placed on an eligibility list for employment and will be contacted for employment opportunities based on the District's needs.

#### **Application/additional information:**

**Telephone:** (562) 860-2451 x2284

**Web Site:** <http://www.cerritos.edu>

#### **Human Resources Hours:**

8:00 AM - 4:30 PM (Monday through Friday)

**\*Special Note:** During the period 6/01/09 through 8/07/09 the Human Resources office hours are 8:00 AM to 4:30 PM (Monday through Thursday).

Cerritos College employs only individuals lawfully authorized to work in the United States. Cerritos College does not provide sponsorship for changes in immigration status for the purpose of employment in the United States. Offers of employment are contingent upon presentation of documents verifying the appointee's identity and eligibility to work and completion of the required I-9 Form in accordance with the provisions of the Immigration Reform and Control Act of 1986 (Public Law 99-603)

CERRITOS COLLEGE  
11110 ALONDRA BLVD  
NORWALK, CA 90650-6298

**Equal Opportunity Employer**

6/23/09

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# **Cerritos College**

## **Human Resources**

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## **PART-TIME INSTRUCTOR OPPORTUNITIES**



## **PARALEGAL** (Legal Assisting)

**CONTINUOUS RECRUITMENT**

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all qualified people.

Applications are being accepted to develop a list of qualified candidates for possible part-time teaching assignments in the following subject area(s) in the Business Division:

PARALEGAL  
(Legal Assisting)

### **DUTIES & RESPONSIBILITIES**

*include but are not limited to:*

- Maintain currency with current information, concepts, laws and ideas in their disciplines and with best practices in teaching and learning.
- Check mailbox, voicemail, and e-mail regularly.
- Complete the checkout form before leaving campus at the end of the academic term.
- Maintain student confidentiality as required by regulation and Board policy.
- Teach all assigned classes unless excused under provisions of Board Policy.
- Teach all assigned classes for all scheduled minutes.
- Teach courses in accordance with the course outlines of record.
- Provide opportunities for students to be aware of their progress.
- Submit a copy of the syllabus for each class to the Division Office.
- Keep accurate records of student enrollment, attendance, and academic progress and submit them to appropriate offices by the published deadlines.
- Submit end-of-session grades, including supporting documentation, and attendance reports by the published deadlines.

- Submit required information about first-day, no-show students by the published deadlines.
- Meet all classes during the final examination period.
- Give final examinations at the scheduled time unless approval to do otherwise is granted by the Office of Academic Affairs or its designee.
- Keep all corrected final examination papers for at least one year following the close of the semester or summer term.
- Maintain a safe learning environment in classrooms, laboratories, and other instructional spaces.
- Allow the instructional manager and/or Instructional Dean, upon request, to review any assignments given during the semester.

### **QUALIFICATIONS**

#### **Required:**

- A JD or LLB degree from a California accredited law school, **OR** a JD or LLB degree from an ABA accredited law school in another state **AND** an active member of the California State Bar with at least 2 years of related work experience as an attorney; **OR** graduation from an ABA approved paralegal program **AND** a BA degree **AND** at least 2 years of related work experience as a paralegal after graduation from the ABA approved paralegal program. (All qualifying educational degrees/training must be from accredited colleges and/or universities.)
- Understanding, sensitivity, and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic background of the student/community population.
- Commitment to community college objectives of providing instruction for students whose abilities and interests cover a wide range.

#### **Preferred:**

- Teaching experience at the community college level.
- Valid license to practice as an attorney in the state of California. Active member of the California Bar.
- Minimum of three years in the practice of law.

### **CONDITIONS OF EMPLOYMENT**

- Salary is \$48.83 per hour to start.
- Assignments are contingent upon sufficient enrollment.
- Assignments include day, evening and Saturdays.
- Individuals hired shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints.

### **APPLICATION PROCEDURE**

*Interested applicants must submit:*

- Letter of application indicating how you meet each of the required qualifications for this position to include but not be limited to, information on the following:
  - Contributions to the profession
  - Related experience/accomplishments
  - Professional/personal development (Training, Workshops, Diversity Sensitivity Training, etc.)
- Completed District application form.
- Résumé of educational background and experience.
- Copies of all transcript(s) (need not be official) verifying all educational degree(s) and/or coursework required for the position.
- Letter(s) of recommendation addressing recent pertinent experience.

ALL ABOVE MATERIALS ARE TO BE  
SUBMITTED TO THE FOLLOWING ADDRESS:

HUMAN RESOURCES  
CERRITOS COLLEGE  
11110 ALONDRA BLVD  
NORWALK, CA 90650-6298