

PARALEGAL PROGRAM DEVELOPER

Reports to: Title III Project Director
Classification: Full-time, 12-month Employee
Pay Status: Academic Administrator, Exempt
Fringe Benefits per Board Policy
Salary: \$45,000
Start Date: April 1, 2021
Created: December, 2020

Purpose of Position: The Paralegal Program Developer (PPD) reports to the Title III Project Director and is responsible for developing, piloting, and institutionalizing all aspects of the Paralegal Program including developing, evaluating, and modifying the curriculum. The PPD is responsible for instructing courses in the program and hiring and supervising adjunct instructors if adjunct instructors are required.

Essential Functions

Provide premiere quality service to all constituencies of the College.
Engage in continuous quality improvement and professional development.

1. Program/Curriculum Development and Instruction

- a. Develop curriculum for the paralegal program.
- b. Work with Title III Director to ensure the program is approved institutionally and by the Kansas Board of Regents.
- c. Lead pilot course offerings.
- d. Conduct yearly paralegal curriculum evaluation and reporting to the Paralegal Advisory Board.
- e. Modify and update curriculum and textbook requirements as needed.
- f. Review and update equipment/supply needs for the paralegal classroom/library.
- g. Conduct program and course assessment following established institutional procedures.
- h. Conduct student review and evaluation through required institutional procedures.
- i. Pilot, test, and evaluate courses.
- j. Develop paralegal classroom and library in Chanute.
- k. Offer paralegal program in Chanute and Ottawa, as well as in online/virtual modalities.

2. Student Advising/Evaluation

- a. Coordinate with Career Pathways Coordinator, NCCC admissions staff, and the NCCC CTE recruiter to provide program information required for an institutional recruitment strategy.
- b. Maintain student orientation/advising materials.
- c. Assist students in advisement and registration activities.
- d. Track and monitor student progress in the program.

3. Program Management

- a. Make recommendations in hiring and evaluation of faculty within the program.
- b. Manage the paralegal budget within the framework of the department.
- c. Collaborate with Paralegal Advisory Board and hold two meetings per year.

- d. Establish and maintain fieldwork site agreements.
- e. Establish and maintain approval requirements in accordance with the American Bar Association.
- f. Supervise and establish program articulation agreements with other higher educational institutions.

4. Other Duties

- a. Participate in departmental and college planning through committee assignments and meetings.
- b. Assist the Title III Director in reporting and projects as assigned.

Required Knowledge, Skills and Abilities

1. Working experience as a paralegal in Kansas.
2. High degree of ethical standards, including confidentiality, adherence to general rules of safety, procedures, and fair labor standards.
3. Exceptional ability to organize and coordinate projects.
4. Excellent interpersonal skills.
5. Ability to work effectively with diverse populations.
6. Attention to detail.
7. Knowledge of American Bar Association standards.
8. Ability to communicate effectively, both orally and in writing.
9. Excellent computer skills.
10. Ability to gather data, compile information and prepare reports.
11. Ability to plan and evaluate programs.
12. Ability to appropriately exercise independent initiative and judgment.
13. Willingness and ability to work as a member of a team.
14. Ability to work independently.

Education and Experience

1. *Required* – National certification as a paralegal by one of the four national certification exams (or eligible).
2. *Required* – At least three years of work in the legal field.
3. Master's Degree in law, Juris Doctor, preferred.
4. Experience in higher education curriculum development/instruction, preferred.
5. Valid driver's license, required.

Working Conditions

1. Work is normally performed in a typical interior/office work environment.
2. Some travel and evening hours are required.
3. Limited physical effort required.

Application:

Please submit a letter of application, resume with names and phones numbers of five references unofficial transcripts, and NCCC employment application to:

Human Resources Director, Paralegal Program Developer, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu. Employment application available at <http://www.neosho.edu/careers.aspx>.

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>