



FLETCHER TECHNICAL COMMUNITY COLLEGE

Paralegal Studies Adjunct Instructor

The Paralegal Adjunct Instructor will teach 100% online courses to include preparation of course and virtual office hours to be available to students two hours per week per three credit hours taught. Instructor will complete administrative duties such as posting grades to the college system, reading/responding to emails and attend all instructor trainings.

- Perform all instructional responsibilities in accordance with the role, scope and mission of the college.
- Attend and provide meaningful instruction for all class sessions during the semester. Be punctual in class attendance and provide instruction for the complete class period. Make appropriate arrangements for necessary absences according to campus policies.
- Create and maintain an environment conducive to learning and one in which all students are treated equitable and with respect.
- Develop, distribute and explain to all students within the first week of class, the course outline, the expectations of the course, the standards upon which students will be evaluated, the grading system, the attendance policy, safety policies, classroom management policies, and other information as deemed appropriate for new students.
- Insure that adequate time is devoted to class preparation such that class time is maximized to the benefit of the students and that content is presented in a professional manner.
- Utilize a variety of teaching methods and evaluation methods, which provide for the differences in learning styles of students while covering the approved curriculum guide.
- Office hours: provide at least 30 minutes for every three hours of scheduled class time.
- Maintain accurate attendance, progress and evaluation instruments in an acceptable grade book format and file records in a timely fashion in the student's permanent file folder as directed by the Registrar. (Evaluation instruments are to be maintained for a period of time no less than two years.)
- Always represent the College in a manner that promotes a professional and positive image.
- Perform other duties associated with the assigned courses as assigned by the college administration.

Qualifications: Master's degree in related field with 18 graduate hours in law

Preferred Qualifications: Minimum 2 years in Higher Education setting

Reports To: Business Department Head

[About Us](#) (Click here to learn about Fletcher)

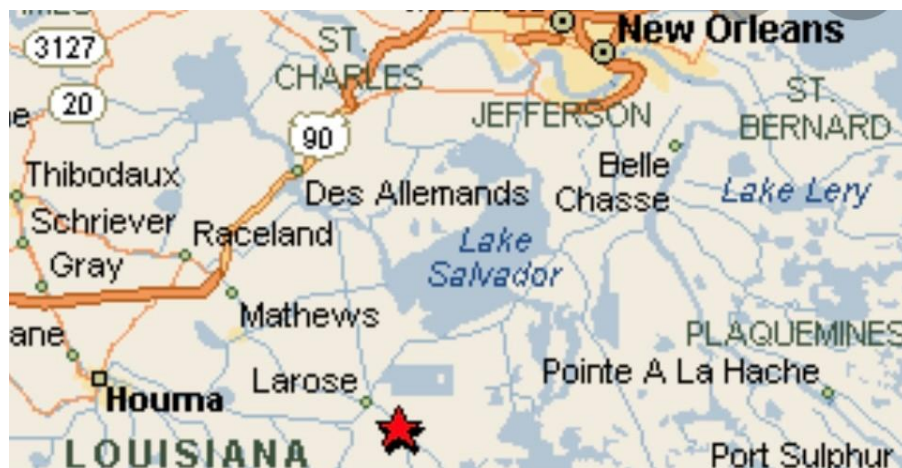
The Schriever, Houma, Thibodaux community is famous for its Cajun food and music, charter boat fishing, swamps, and dance halls. Also, it is well known for its birding trails, an exotic wildlife park, museums, Mardi Gras celebrations, medical facilities and more. The area is designated a retirement community and offers diversity and a rich culture. Residents take pride in their properties and that curb appeal adds to the richness of the community.

Fletcher Technical Community College is an Equal Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Fletcher Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, gender identity, age, religion, qualified disability, marital status, veteran's status, political affiliation, sex or sexual orientation in its hiring or employment practices or in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Each campus welcomes handicapped individuals and has made buildings accessible to them. Faculty and staff demonstrate success in working with diverse populations and demonstrate experience in a variety of teaching methods.

Title IX Coordinator:

(985)448-5904
1407 Highway 311
Schriever, LA 70395

Campuses are located in Schriever, Houma and Thibodaux, 1 hour southwest of New Orleans.



Qualified applicants should submit Resume, [Employment Application](#), and Transcript(s) to:

hr@fletcher.edu

or

**Fletcher Technical Community College
Human Resources
1407 Highway 311
Schriever, LA 70395**

Application Instructions can also be located at www.fletcher.edu under Employment.