



Full-Time, Tenure-Track Faculty in Law



EL CAMINO COLLEGE

MISSION STATEMENT: *El Camino College makes a positive difference in people's lives. We provide innovative and excellent comprehensive educational programs and services that promote student learning, equity, and success in collaboration with our diverse communities.*

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands). We serve a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities. We currently enroll approximately 25,000 students each semester, the majority of whom are from diverse populations. Over 50% of ECC's students are Latinx, 16% are African-American, 15% are Asian, 13% are White, 5% are multiracial, and less than 1% are Pacific Islander or Native American.

The successful candidate will join a department committed to curriculum and practices that are responsive to the students it serves and an institution dedicated to funding student scholarships totaling \$1.4 million annually.

Since 1947, ECC has served the cities of El Segundo, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Lennox, Manhattan Beach, Redondo Beach, and Torrance. As a single-college district, ECC employs more than 900 full- and part-time faculty to teach approximately 1,200 sections of pre-baccalaureate, transfer, and career technical courses. Approximately 475 staff and management employees also support student learning. Each semester, the College offers 99 degree programs and 83 certificate programs. ECC ranks among the top ten community colleges in transfers with over 1,500 students transferring annually to four-year universities around the country. Some of the top local transfer institutions include UCLA, USC, CSU Dominguez Hills, and CSU Long Beach. With a robust Transfer Alliance Program, ECC is regularly among the top three community colleges in Southern California for students admitted to UCLA.

Situated on a beautiful 126-acre campus in Torrance, California, the campus is located just minutes from South Bay beaches and surrounded by high-tech industries including aerospace, logistics, multimedia, and service corporations. The District has undergone a substantial transformation campus-wide with the passage of general obligation bond measures in 2002 and 2012. Capital construction projects, as well as new initiatives to support student success, are positioning El Camino College well for the future.

CONTACT

El Camino College Human Resources

310-660-3807

HR@elcamino.edu



P.R.I.D.E. – OUR STATEMENT OF VALUES

Our highest value is placed on our students and their educational goals; interwoven in that value is our recognition that the faculty and staff of El Camino College are the College's stability, its source of strength, and its driving force. With this in mind, our five core values are:

People

We strive to inspire our diverse students, employees, and community with purpose, passion, and pride.

Respect

We work in a spirit of civility, cooperation, and collaboration.

Integrity

We act ethically and honestly toward our students, colleagues, and community.

Diversity

We embrace our similarities and differences to promote an inclusive campus community with equitable outcomes for all.

Excellence

We deliver quality, innovation, and excellence in all we do.



LAW INSTRUCTOR/PARALEGAL STUDIES COORDINATOR

Division: Business Education
Posting Close Date: April 3, 2023
Req: A2223-060
Position Type: Faculty

JOB DESCRIPTION

El Camino College is seeking a full-time, tenure-track faculty member to join its Business Education team. The successful candidate will teach a variety of classes from the Law and Paralegal Studies curriculum which may include the following:

Civil and Criminal Evidence
Family Law
Legal Environment of Business
Legal Research and Writing
Introduction to Paralegal Studies
Tort Law
Probate Procedures

The successful candidate for this position should possess a willingness and ability to prepare and teach multiple subjects.

The successful candidate will also serve as department coordinator and will administer the Paralegal Studies program to maintain American Bar Association standards.

The successful candidate will prepare and update ABA reports to ensure the program's continued ABA approval. The position requires the faculty member to maintain professional and ethical academic standards associated with the history and culture of the Paralegal Department, support and provide leadership and guidance in the maintenance and growth of the diverse Paralegal curriculum and serve as liaison with the American Bar Association, American Association of Paralegal Educators, local bar associations, and paralegal associations. Attendance at in and/or out-of-state conferences, program promotion, supervision of interns and serve as student advisor for legal club and LEX Honor Society may also be required.

The position requires participation in a variety of campus and division activities such as department meetings, committee meetings, student activities, and office hours, including organization of and participation in the Paralegal Studies

TO APPLY

An applicant must submit the following by the closing date.

1. Online application: https://elcamino.igreentree.com/css_academic
2. Cover letter describing how applicant meets the qualifications.
3. Resume including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records / transcripts must include the name of the institution and degrees awarded to be acceptable.) *[Foreign Transcripts info on next page]*

If you need assistance you may call 310-660-3593, Ext. 7967 between the hours of 8:00 a.m. and 4:00 p.m. Monday-Friday.

Due to the large volume of calls received on closing dates, we highly recommend that you contact us for assistance requests well before the last day to apply. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m.

Advisory Committee.

The ability to effectively teach Canvas online classes in order to offer online or hybrid courses is important.

Extensive knowledge in the field applicable to current industry standards is required as well as participation on advisory committees.

Applicants should demonstrate experience examining and remediating their instruction, interactions, and/or practices to more effectively engage and support diverse students.

The position requires development/review of curriculum and assessment of learning outcomes to improve teaching and learning in achieving El Camino College's mission of institutional effectiveness, quality educational programs, and vibrant student support services.

REQUIRED QUALIFICATIONS

Juris Doctor (J.D.) **OR** Legum Baccalaureus (LL.B.) degree plus admission to the California Bar, J. D. from an ABA accredited school preferred; **OR**

The equivalent - Candidates not possessing the required qualification(s) as stated on this announcement, must complete the Request For Equivalency Form as part of the application process to explain in detail how their qualifications are equivalent to those above must explain in detail how their qualifications are equivalent to those above; **OR**

Valid California community college instructor credential in appropriate subject issued prior to July 1, 1990 (per California Education Code 87355); **AND**

Evidence of responsiveness to and understanding of the racial, socio-economic, academic, and cultural diversity within student populations, including students with disabilities, as these factors relate to the need for equity-minded practices.

A teaching demonstration will be required by those candidates selected to interview.

DESIRED QUALIFICATIONS

- Teaching experience at a community college or four-year college institution.
- Previous work with paralegals.
- Active California Bar member with no prior disciplinary actions.
- Two years practicing as a full-time attorney or equivalent.
- Familiarity with the American Bar Association approval process for Paralegal Programs and/or experience with Paralegal Studies programs and curriculum development.
- Commitment to maintain current in the discipline, including the use of advanced legal and office technology required in the discipline.
- Ability to teach evening, weekend, online, hybrid, and hyflex classes.
- Online teaching experience.
- Provide evidence of preparation to develop and teach quality online courses through El Camino College's waiver process or commitment to successfully complete the Distance Education Certification.
- Experience or interest in fostering collaborations with employers, industry/trade groups, law schools, universities, and high school partners and form partnerships with related instructional disciplines to support Guided Pathway initiatives to improve student outcomes.
- Demonstrated experience using student learning outcomes assessment to improve student learning, program review, and curriculum review.

SUPPLEMENTAL QUESTIONS

Please limit each response to 300 words.

1. How do you support student success, particularly for students from historically underrepresented and/or marginalized communities?
2. How have you demonstrated culturally responsive practices in the classroom?

CLOSING DATE

Monday, April 3, 2023 at 3:00 p.m.

SALARY

The starting salary ranges from \$73,328 - \$100,718 depending on education and experience.

CONDITIONS OF EMPLOYMENT

Contract shall be for a full-time tenure-track teaching assignment for the 2023 – 2024 academic year, beginning in August. Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

FOREIGN TRANSCRIPTS

Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit:

<http://www.etc.ca.gov/credentials/leaflets/cl635.pdf>

DOCUMENTS SUBMITTED

Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](http://maxient.com)

INTERVIEW EXPENSES

Individuals identified for FINAL interviews are eligible to have expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Candidate must complete a Travel Request and Reimbursement Form and submit it together with all supporting documentation to Human Resources.

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available toward which both the College and the employee contribute.

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at fifty percent.

Retirement

Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security. Upon termination, STRS or PERS retirement contributions may be withdrawn in full, plus accumulated interest. Various benefit options are available for employees upon retirement.

JEANNE CLERY ACT COMPLIANT

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published Annual Security Reports and all required statistical data, which can be found on the Police Department webpage at www.elcamino.edu/about/depts/police/cleryact/index.aspx. These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.