

Paralegal Instructor/Developer

Position Title: Paralegal Instructor/Developer
Contract Term: 9-month Academic year
Accountable To: Dean of CTE
Salary: \$64,011 minimum

Summary of Position

The Paralegal Studies Instructor provides high-quality instruction in legal studies coursework for the Associate of Applied Science (A.A.S.) in Paralegal Studies. Responsibilities include instruction, curriculum development, assessment, advising, recruitment, retention, workforce alignment, and full course management in Canvas.

The instructor fosters a respectful, culturally relevant, learning environment and supports Turtle Mountain College’s mission by integrating Indigenous legal traditions, tribal sovereignty, and the culture and values of the Turtle Mountain Band of Chippewa. The position aligns with workforce expectations and supports access to justice within tribal and surrounding communities.

Key Responsibilities

Instruction & Student Learning

- Develop and teach courses in paralegal studies, that provide students with knowledge and skills required.
- Provide culturally responsive instruction that integrates Indigenous legal systems, tribal sovereignty, and jurisdictional frameworks.
- Prepare course syllabi, instructional materials, assignments, and assessments aligned with program outcomes and workforce competencies.
- Maintain accurate academic records and full course management in Canvas.
- Provide timely feedback and academic support to promote student success, retention, professionalism, and completion.

Advising & Retention

- Provide academic and career advising to students from entry through program completion.
- Assist with recruitment through outreach events, tribal community engagement, campus visits, and partnerships with legal and community organizations.
- Monitor student progress and implement culturally responsive retention strategies.
- Support workforce preparation, including resume development, internship coordination, and connections with tribal courts, legal aid services, law offices, and public agencies.

Curriculum Development

- Develop, review, and update curriculum to reflect current legal standards, procedural changes, and workforce needs.
- Align curriculum with entry-level paralegal competencies and ethical standards.
- Integrate tribal law, federal Indian law, jurisdictional issues, and Indigenous justice systems into coursework.
- Collaborate with faculty, legal professionals, tribal court personnel, and community partners to ensure curriculum relevance and cultural integrity.

- Create performance-based assessments that integrate legal reasoning, writing, ethics, and cultural awareness.

Canvas Course Development

- Build and maintain complete Canvas course shells, including modules, assignments, discussions, assessments, and instructional content.
- Ensure accessibility and compliance with institutional and accreditation standards.
- Monitor student engagement and provide timely instructional and technical support.

Assessment & Student Learning Outcomes

- Develop, assess, and report student learning outcomes, including Indigenous student learning outcomes.
- Evaluate student performance using written assignments, legal document drafting, case studies, simulations, and research projects.
- Use assessment results to improve instruction, curriculum, and student support services.

Program, Institutional & Service Responsibilities

- Establish and maintain partnerships with tribal courts, legal aid organizations, law enforcement agencies, and public service entities.
- Organize and participate in advisory board meetings in accordance with institutional and workforce program requirements.
- Support internships, practicums, and community-based experiential learning opportunities.
- Participate in accreditation, assessment, recruitment, retention, and continuous improvement initiatives.
- Support student organizations, community outreach, legal education events, and access-to-justice initiatives.
- Participate in college events, professional development activities, and institutional committees.
- Remain current with legal trends, tribal law developments, and relevant workforce standards.
- Perform other duties as assigned.
- Other duties as assigned.

Scholarship & Professional Development

- Engage in ongoing professional development in legal studies, tribal law, and Indigenous justice systems.
- Contribute to program development through community partnerships, grant writing, conference participation, presentations, or applied scholarship, as appropriate for a teaching-focused institution.

Minimum Qualifications

- Bachelor's degree in legal studies or related field
- Three years of relevant legal experience as an attorney or paralegal
- Ability to travel, work flexible hours, and supervise fieldwork at multiple sites.

Preferred Qualifications

- Juris Doctor (J.D.) and active or prior legal practice.
- Master's degree in in legal field.
- Previous teaching or training experience in occupational therapy or allied health programs.

Written: 4/26