

Position Title	Department	Reports to
Dean	Administration	Executive Director
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	11/12/20

POSITION SUMMARY

This position manages the school's academic programs with an emphasis on planning, analysis, assessment, and implementation of strategic innovation initiatives to achieve institutional excellence; taking the lead for new initiatives; providing resolutions to curricular and student issues; managing the full breadth of academic programs, including the onsite JD, hybrid JD, preparing course schedules and assigning faculty teaching assignments; selecting, hiring, onboarding, and supporting adjunct faculty; facilitating, completing and reviewing course and faculty evaluations and taking any necessary steps to address issues; drafting academic procedures as appropriate; and facilitating and participating in institutional events such as orientation, open houses, alumni events, and conferences.

This position ensures that the pedagogy for all educational initiatives are sound, consistent with the school's curricular values and principles, and in compliance with the requirements, standards, policies, and procedures identified as best practices for onsite and distance education. This position ensures all learners are given the holistic support they need in order to succeed by facilitating collaboration between all students and student support and other school services. This position will maintain awareness of best practices, emerging technologies and new potentials in educational technology that may be adopted as new and emerging instructional media, technologies, pedagogies and practices. Collaborate with the institutional researcher to track retention, persistence, and program completion rates; prepare reports; and recommend implementation of strategies to support growth in these areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

In addition to overseeing the school's onsite JD program, this position will be responsible for the development, coordination and maintenance of a JD hybrid program, including, scheduling and coordinating course development/design, and any other program implementation associated with external partners and vendors. This position will also coordinate course development, conferences and immersion experiences, and continued integration of the use of technology in the teaching/learning enterprise. This position will assist faculty with the development of teaching competencies, pedagogical practices, and assessment strategies required of high-quality courses.

This position is also responsible for the hiring, management, and oversight of all faculty members. This position will work closely with the school's CEO, Executive Director, and Registrar to ensure that all processes are integrated and efficient. This position also tracks compliance with all school deadlines, works to ensure WASC Senior College and University Commission and the Committee of Bar Examiners of the State Bar of California accreditation standards are met, and produces reports as required.

Experience & Educational Background:

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- J.D. degree from an accredited law school.
- Onsite, online and/or hybrid teaching experience.
- Prior supervision/management experience.
- Managing program/professional-level accreditation and program assessment.

Preferred Qualifications

- Experience in development, oversight and implementation of a law school program, including hybrid/online courses.
- Curriculum or online/hybrid course development and experience with LMS systems.
- Experience with strategic planning and visioning to successfully address change, attracting and retaining a diverse student and employee population.
- Interpersonal and communication skills to develop, maintain, and work successfully with faculty, staff, peer colleagues, students, alumni, and other stakeholders.
- Admitted to practice law in the State of California.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

To apply for this position, please email resume/CV and Letter of Qualification HR@lincolnlaw.edu.