



Posting Date: April, 2018

**Position:** Adjunct Instructor – Administrative Leadership Program

**Department:** School of Professional Studies

**Hours per Week:** Part-time

**Alverno College** is a private liberal arts college with an internationally acclaimed ability-based program and diverse student body. A Catholic College founded by the School Sisters of Saint Francis, we are dedicated to the undergraduate education of women while serving men and women in our adult and graduate programs. Our low instructor-to-student ratio and collaborative faculty contribute to a positive learning environment. We provide students with real-life, hands-on experiences in the classroom, in study abroad opportunities and in professional internships related to their major. These experiences, among others, have resulted in Alverno College being recognized among the top four Midwest Regional Universities in the 2018 *U.S. News & World Report* “Strong Commitment to Teaching” category for the eighth consecutive year.

The School of Professional Studies seeks applicants for an Adjunct Instructor to teach a summer course in our administrative leadership program. The course is entitled Legal Aspects of School Administration and will meet on Thursdays weekly from June 29 – August 8<sup>th</sup> in 4 hour blocks in the evening.

#### **Primary Duties and Responsibilities**

*The following information is not meant to be all-inclusive.  
Other duties and responsibilities may be assigned as necessary.*

Teach one class – Legal Aspects of School Administration - in which students develop a legal literacy necessary to function as a school administrator working within the framework of law, policy and regulations enacted by federal, state and local authorities. Help students develop an understanding of legal research, landmark court cases and the history of court decisions, legislative actions and their impact on school policy and operations.

#### **Qualifications**

- Well-developed knowledge and background in school law
- Knowledge of laws, regulations, and policies and the impact in the school setting

Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College’s strategic plan of inclusion.

#### **Education**

- A minimum of a master’s degree in educational administration, public policy or other related area with background in school law
- A law degree with emphasis in school law

#### **How to Apply**

Apply on-line at <http://www.alverno.edu/jobs>

**Please attach your cover letter, resume, teaching philosophy statement, and list of references to the on-line application**

*Alverno College is an Equal Opportunity Employer and committed to workplace diversity*