



COLLEGE OF COURT REPORTING

Academic Instructor

Fully Online Program

Remote | Adjunct, Part-Time Hours

About Us

Since 1984 the College of Court Reporting (CCR) has been a leader in court reporting education, known for innovation, student-centered instruction, and excellence in preparing graduates for meaningful careers. We are seeking dedicated and knowledgeable Academic Instructors to teach in our fully online program. If you are passionate about education, value professional integrity, are committed to helping students succeed, and would like to make an impact on the future of the court reporting profession, we invite you to apply.

Position Summary

The Academic Instructor plays a key role in delivering high-quality online instruction that supports students in mastering the essential skills needed for graduation. In this remote teaching position, instructors create engaging virtual learning environments, utilize effective teaching strategies, and uphold the professional and ethical standards expected within court reporting education.

Responsibilities

As an Academic Instructor in our online program, you will:

- Prepare and deliver engaging online lectures aligned with course objectives.
- Develop and implement lesson plans, assignments, and assessments.
- Use digital tools and technology to enhance the online teaching and learning experience.
- Provide timely, constructive feedback and evaluate student progress regularly.
- Encourage student motivation, participation, and strong study habits in a remote setting.
- Maintain confidentiality of student information as required by FERPA regulations.
- Participate in curriculum review and updates to support program excellence.
- Stay current in subject matter knowledge and share expertise with colleagues.
- Attend required virtual faculty meetings, trainings, and professional development.
- Demonstrate professionalism, integrity, punctuality, and adherence to institutional policies.
- Support administrative procedures and uphold organizational values.

Qualifications

- Three years of industry experience (previous teaching experience is not required).
- A certificate or post-secondary coursework in court reporting is preferred but not required.
- Strong communication skills and ability to foster student engagement in an online learning environment.

- Commitment to professional ethics, reliability, and continuous improvement.
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Work Environment

- This position is **100% remote**; instructors teach and interact with students virtually.
 - Online teaching sessions may be weekly or biweekly depending on the course, and are generally held in the late afternoon and evening hours.
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Why Join CCR?

- Opportunity to make a meaningful impact on student success.
 - Collaborative and mission-driven academic community.
 - Professional development and continuous learning encouraged.
 - Flexible remote schedule.
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How to Apply

Submit your résumé, cover letter, and any relevant credentials to Kristina Lewis at Kristina.Lewis@ccr.edu.
