



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

COUNSELOR

A Faculty Position
Salary Schedule 80

Placement on the regular faculty salary schedule is based upon education and credited experience. Initial placement with a Master's degree can range from \$62,292 up to \$78,168 per year; and a Ph.D. can range from \$71,376 to \$83,436 per year. Additionally, academic employees can be offered opportunities for other paid assignments and paid professional growth incentives. Benefits include a choice of medical plans, dental coverage, vision care, sick leave, salary continuance insurance, and an optional tax-deferred flexible benefit plan. Coverage is offered for employees and all eligible dependents. Academic employees participate in the State Teachers' Retirement System, a defined-benefit retirement plan through the State of California. Employees may also be eligible for various first-time homebuyer programs.

A. General Statement

The San Mateo County Community College District seeks employees who value working in a collegial, collaborative environment, guided by a commitment to helping all students achieve success. All departments strongly encourage collaboration across disciplines to create integrated, interdisciplinary learning experiences. SMCCCD faculty members are expected to be knowledgeable about, and willing to use, different learning and teaching methods as appropriate to the discipline.

This is a full-time, 10 month (30 hours per week) faculty counseling position reporting to the Dean of Counseling, Advising, & Matriculation. The duties of this counselor will cover the full range of general counseling responsibilities including academic, career and personal counseling with both individuals and groups and teaching discipline specific courses.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Provide comprehensive counseling services to students including academic, career and personal counseling on a drop-in and appointment basis both day and evening
2. Provide group counseling sessions, orientations, workshops, and other activities to support students getting information and support related to college success
3. Assist students to understand educational options, clarify educational goals, engage in educational and career planning, participate in the development of student educational plans (SEPs) and course selection

4. Target basic skills and academically underprepared, underrepresented, and educationally disadvantaged students for transfer and student success services and support
5. Collaborate with both instructional and counseling faculty and staff to assist students to understand and use counseling, college success services, and resources
6. Develop, implement, or collaborate with initiatives related to student success and collaborate with programs such as Basic Skills Initiatives, Learning Communities, CalWORKS, EOPS/CARE, DSPS, and Veterans in order to maximize student success
7. Participate in the implementation of transfer and matriculation activities at the college
8. Participate in outreach activities and events in classrooms both on and off campus, at local high schools, adult schools and community agencies
9. Provide follow-up services to students on probation and dismissal status
10. Teach courses such as college success and career and personal development in day or evening
11. Utilize and keep abreast of advanced counseling methods and student development theories which include integrating technology to support student learning and career objectives
12. Participate in meetings, conferences, trainings, and other professional development activities to maintain the expertise required to provide accurate and reliable information and support to students seeking to complete a certificate, associate degree, or transfer
13. Participate in shared governance committees
14. Perform other duties as required by contract, collective bargaining agreement, and general institutional needs

C. Requirements

- Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work or career development, marriage and family therapy, or marriage, family and child counseling **OR** the equivalent **OR** a license as a Marriage Family Therapist.
- College counseling experience.
- Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic and ethnic backgrounds of community college students, faculty, and staff

For persons applying for this position based on Equivalence, please answer the supplemental question on the online application choosing one or more of the following:

Degree Equivalence

The applicant possesses a degree(s) with similar content to those listed for the relevant discipline. The name of the degree is close to that specified on the Disciplines List but the degree either has a different title or area of expertise or the coursework is slightly different.

Academic Background Equivalence

Related to disciplines in which a Master's degree is not generally expected or available. The applicant must have completed at least 24 semester units of coursework in the academic field and must possess at least the equivalent level of achievement and the equivalent in breadth, depth of understanding, and rigor in each of the following:

- i. a broad cultural education usually met by the general education requirements for any Bachelor's or Associate's degree, and
- ii. a detailed study of the discipline in breadth, depth, and rigor, usually met by course work required for the degree major.

Professional Achievement Equivalence

The applicant must have completed the General Education requirements for that degree and show evidence of outstanding professional achievement and/or substantial training in the requested field. The applicant must submit substantial evidence, which demonstrates that his/her preparation, teaching experience, work experience, and ability are equivalent to those expected from a person who meets the minimum qualifications.

D. Knowledge, Skills & Abilities

The screening committee will select for interview candidates from among those applicants who, in addition to meeting the minimum requirements, give evidence of any or all of the following:

1. Counseling experience at the community college level
2. Experience teaching courses such as college success and career and personal development
3. Knowledge of the matriculation process as it applies to California Community Colleges
4. Knowledge of counseling and student development theories and relevant applications to program development
5. Preparation for or experience in designing and preparing Student Educational Plans (SEPs) for community college students
6. Experience in providing short-term personal counseling to students from diverse backgrounds
7. Ability to develop and maintain student counseling notes in SARS, or similar electronic recordkeeping software, in a timely and effective manner
8. Ability to demonstrate strength in interpersonal communication
9. Experience with intervention programs that support student success
10. Experience developing innovative programs that strengthen the quality of counseling services to students
11. Knowledge of and experience using university articulation agreements and transfer requirements for counseling community college students
12. Ability to use computer databases to retrieve student, college, and career information
13. Experience in using a variety of career assessments
14. Knowledge of and experience making appropriate college and community referrals
15. Experience in developing counseling-related workshops and orientation sessions
16. Experience supporting students in crisis situations

Evidence of effectiveness as a colleague:

17. The ability and desire to work collaboratively with faculty and staff to enhance student success
18. Commitment to professional responsibilities outside of the classroom through enthusiastic contributions to department, division and college activities.

(01/2015)