

Professor of Counseling
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=228081>

Downloaded On: May. 9, 2024 6:09am

Posted Dec. 21, 2023, set to expire Jul. 1, 2024

Job Title Professor of Counseling
Department Counseling
Institution Mt. San Antonio College
Walnut, California

Date Posted Dec. 21, 2023

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professor

Academic Field(s) Social Sciences - Psychology
Administration - Counseling Services

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Job Description

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Professor of Counseling

Posting Number: F-004-2024

Department: Counseling

Division: Student Services

Salary: Initial placement \$90,697-\$135,354

Open Date: 12/20/2023

Close Date:

Initial Screening Date:

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03/19/2024

Open Until Filled Yes

Basic Function/Overview:

ABOUT THE DEPARTMENT: The Counseling Department provides essential academic, career, and personal counseling services to a diverse and changing student population. We are committed to meeting the needs of students while serving the broader campus community in an innovative and equitable manner. To serve our diverse student population equitably, the Counseling Department at Mt. SAC commits to:

- Caring by creating an inclusive, equitable, culturally competent and supportive environment where students and employees model behavior that enriches our department, college campus and community.
- Using qualitative and quantitative data to reconstruct and redesign the department by implementing equity-minded approaches when working with individuals.
- Developing curriculum that is student-centered; affirming and valuing all diversity including race, culture, gender, ability, and learning styles and promoting an inclusive learning community for all.
- Lifelong learning and professional development to understand the unique challenges and systemic barriers faced by individual students and by diverse populations of students in order to provide responsive interventions and support to help them overcome those barriers.
- Promoting equity, diversity and inclusion in the College's structures and policies.

OVERVIEW: Counseling is a multi-disciplinary field providing students one-on-one support in academic, career, and personal counseling; having a diverse curriculum on career development, transfer, and personal development; and offering support to diverse populations and services to meet student's goals and needs.

Essential Duties & Responsibilities

1. Teach courses in the disciplines for which the candidate meets Minimum Qualifications or the equivalent.
2. Teach assigned courses in accordance with course outline of record.
3. Instruct and support students with diverse backgrounds utilizing culturally relevant pedagogy, careful preparation of course materials, effective teaching methods including for online instruction, informed critical feedback on assignments and discussions, student learning outcomes, and support a philosophy of instruction focusing on critical thinking and analysis.
4. Maintain scheduled office and campus hours, and participate in department/division meetings

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and committees.

5. Perform related duties as assigned, including timely compliance with administrative responsibilities and College, division, and department policies.
6. Late afternoon and/or evening assignments may be required as part of the regular contract.
7. Demonstrate effective oral and written communication with students.
8. Demonstrate a commitment to educating a racially and socioeconomically diverse student population.
9. Participate in departmental and college governance activities through committee service and/or other appropriate activities to maintain and improve the instructional program and to provide service to the college.
10. In close cooperation with other discipline faculty, participate in the design, evaluation, revision, and development of culturally relevant curriculum, courses, and/or degrees.
11. Provide comprehensive counseling services to a culturally diverse student population.
12. Provide academic, career, and personal counseling utilizing equitable, social justice, and culturally responsive counseling techniques.
13. Assist in identifying and developing programs and strategies to improve student retention and graduation rates.
14. Assist in planning, developing, documenting and executing specific services, programs and activities pertaining to the Student Equity and Achievement Program (SEA Program)
15. Provide student interventions designed to increase access, retention, and successful degree/transfer completion.
16. Administer and interpret career assessments.
17. Develop liaison relationships with Instructional Faculty.
18. Counsel students in discovering and clarifying their career and educational goals
19. Counsel and assist students in developing student educational plans (abbreviated and comprehensive).
20. Conduct new student orientations, teach counseling courses, and facilitate workshops with an equity-minded awareness and sensitivity to the needs of underserved student populations.
21. Counsel students on probation and facing dismissal; make referrals to appropriate interventions.
22. Attend department, committee, and division meetings; serve on college committees.
23. Participate in professional development, co-curricular, and campus activities.
24. Demonstrate knowledge and use of current counseling, educational, career websites, and software.
25. Participate in curriculum development.
26. Perform related duties as assigned, including timely compliance with clerical and administrative responsibilities, College policies, division policies and department policies.
27. Possess the ability to work collaboratively with other college departments.

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28. Maintain scheduled office and campus hours.
29. Work off campus, late afternoon and/or evening assignments as required as part of the regular contract.

Minimum Qualifications:

A. The minimum of one of the following awarded/conferred from a regionally accredited institution:

1. Masters in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy or marriage, family and child counseling, **OR**
2. (NOTE: A bachelors degree in one of the listed degrees and a license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline.) **OR**
3. The equivalent (must request an equivalency review in the application), **OR**
4. California Community College credential, "Valid for Life" (no longer issued), authorizing service as an instructor in the appropriate discipline; refer to Ed Code 87355 (If meeting qualifications with this credential, a copy of the valid lifetime credential must be submitted with the application.);

AND

B. Commitment to the community college goals/objectives of providing quality programs and services for students with diverse abilities and interests; personal qualities to work effectively and sensitively in a multicultural environment; awareness and commitment to the special needs of non-traditional students.

Preferred Qualifications:

License(s) & Other Requirements:

The incumbent may periodically be required to get to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California drivers license.

Health & Welfare:

- Mt. San Antonio College offers a competitive and excellent benefits package providing medical,

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dental, and vision benefits to **eligible employees** and their dependents. Lifetime supplemental medical benefits are also available for eligible retirees.

- The district contributes up to **\$25,612.44** toward family annual premiums for medical, dental, vision, and life insurance coverage. Lifetime retirement benefits provided for eligible retirees. The district participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefits Services (NBS).

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*Note: The District does not cover Medicare expenses. Please visit the [Mt. San Antonio College Benefits Website](#) for further information. Salary and Health & Welfare Benefits are subject to change based on the Collective Bargaining Agreement.

Working Environment::

Equivalencies:

Candidates not holding the stated required qualifications who are requesting consideration based on an equivalency, will be asked to complete the equivalency related questions included in the application.

Conditions of Employment:

The person holding this position is required to be present on Mt. San Antonio Colleges campus to perform all essential duties and responsibilities.

This is a full-time, tenure-track (or temporary, one-year), **11-month contract position that begins in the 2024-25 academic year**. Placement on the salary schedule is based on formal education, full-time and/or part-time teaching, and related work experience, up to a maximum placement at step 9. This discipline requires a masters degree as part of the minimum qualifications and therefore will be placed on the Academic Salary Schedule Track when calculating Initial Salary Placement. **Per Appendix A.4.i of the faculty collective bargaining agreement**, the District shall, at the time of initial salary schedule placement, determine whether the newly employed professor shall be placed on the Academic or Vocational salary schedule track.

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live scanned and clearance for employment is authorized by Human Resources. Costs for live scan services shall be borne by the candidate.

Notice to all prospective employees - The person holding this position is considered:

1. A mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment; **and**
2. An employee with Actual Knowledge under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details

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reported to them about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here:

<https://www.mtsac.edu/safety/pdf/asr-final-2021.pdf>.

Special Notes:

A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: employment@mtsac.edu.

DO NOT include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

LONG DISTANCE TRAVEL FOR INTERVIEWS: Should you be invited to an interview, please contact our office to discuss an accommodation option if attending the interview would require you to travel in excess of 150 miles one way from your residence.

Application Procedure:

First Review of Applications: Complete application packets will be accepted until the position is filled; however, **applications submitted by 11:59 p.m. (PT) on the above listed Initial Screening Date are assured consideration.**

Applicants must submit all of the following materials online, unless otherwise noted, at the [Mt. SAC Employment Website](#) to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed rsum that summarizes educational preparation and professional experience for the position.
4. College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are

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not accepted in lieu of transcripts.

Foreign Transcripts:

Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. **This report must be attached with the application and submitted by the filing deadline.** Accredited evaluation agencies can be found on the [National Association of Credential Evaluation Services Website](#).

Inquiries/Contact:

Human Resources

1100 N. Grand Avenue, Walnut, CA 91789-1399

Phone: (909) 274-4225

E-mail: employment@mtsac.edu

Selection Procedure:

A committee will evaluate applications taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. Interviews may include a writing sample, presentation, teaching demonstration, and/or performance test. The committee will recommend finalists to the President/CEO and/or Vice President of Instruction/Student Services for a second interview. The number of vacancies is dependent on student enrollment, College resources and needs, and Board of Trustees approval. The starting date will be determined following Board approval and receipt of live scan clearance.

Confidential Letters of Reference Instructions:

It is the sole responsibility of the applicant to ensure all required and optional documents are attached by no later than 11:59 PM PT of the initial screening date shown on the job posting.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [Mt. SAC Employment Website](#) to complete and submit your application for this position.

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EEO Policy:

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

To apply, visit <https://hrjobs.mtsac.edu/postings/11288>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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