

General Counselor (EOPS/CARE) (Full-time Tenure-Track  
Faculty Position)  
San Mateo County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=149998>

Downloaded On: Jan. 16, 2021 4:31pm

Posted Nov. 19, 2020, set to expire Mar. 18, 2021

<b>Job Title</b>	General Counselor (EOPS/CARE) (Full-time Tenure-Track Faculty Position)
<b>Department</b>	
<b>Institution</b>	San Mateo County Community College District San Mateo, California
<b>Date Posted</b>	Nov. 19, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Fall 2021
<b>Job Categories</b>	Assistant Professor
<b>Academic Field(s)</b>	Social Sciences - Psychology Administration - Counseling Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/2080730">https://apptrkr.com/2080730</a>

**Apply By Email**

**Job Description**

General Counselor (EOPS/CARE) (Full-time Tenure-Track Faculty Position)

San Mateo County Community College District

Posting Number: 2014245F

Department: Counseling CSM (DEPT)

Location: College of San Mateo

Position Number: 4F0049



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Percentage of Full Time: The work year is 175 days (10 months of service).

FLSA: Exempt (does not accrue overtime)

Months per Year: 10

If other, please specify:

Salary Range: Initial placement with a Masters degree can range from \$71,328 up to \$89,496 per year; and a Ph.D. can range from \$81,732 to \$95,544 per year.

Note:

Min Salary:

Max Salary:

Position Type: Faculty Positions

Who We Are:

The San Mateo County Community District is committed to achieving educational equity for all students. As outlined in the Districts Strategic Plan, success, equity, and social justice for our students are longstanding goals. The Districts [\[url=https://www.smccd.edu/strategicplanning/\]](https://www.smccd.edu/strategicplanning/)Students First Strategic Plan is focused on Student Success, Equity and Social Justice. We provide students with a rich and dynamic learning experience that embraces differences emphasizing collaboration and engaging students in and out of the classroom, encouraging them to realize their goals, and to become global citizens and socially responsible leaders. When you join our team at San Mateo County Community College District, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, classified staff, administration, students and community partners.

The College and the District:

College of San Mateo is part of the San Mateo County Community College District and is designated as a Hispanic Serving Institution (HSI), enrolling approximately 15,000 students each academic year. College of San Mateo has a diverse student population that is a reflection of the communities that it serves. Detailed information about the student population, including data related to student success,

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can be found on [[url=http://collegeofsanmateo.edu/prie/](http://collegeofsanmateo.edu/prie/)] College of San Mateos Office of Planning, Research and Institutional Effectiveness (PRIE) website.

Who We Want:

We value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities and orientations. Therefore, we prioritize applicants who demonstrate they understand the benefits diversity brings to a professional educational community. The successful candidate will be an equity-minded individual committed to collaborating with faculty, classified staff, administration, students and community partners who are also committed to closing equity gaps. An equity-minded individual is a person who already does or has demonstrated the desire to:

- (1) Understand the importance of holding ourselves accountable as educators for closing equity gaps and engaging in equitable practices;
- (2) Reframe inequities as a problem of practice and view the elimination of inequities as an individual and collective responsibility;
- (3) Encourage positive race-consciousness and embrace human difference;
- (4) Reflect on institutional and teaching practices and aim to make them more culturally responsive; and
- (5) Strategically build buy-in and participation among colleagues for equity-related initiatives.

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

The Position:

The College seeks a full-time, tenure-track faculty member in Counseling. The ideal candidate will share the College's commitment to educating a racially and socioeconomically diverse student population. This is a full-time, 10-month (30 hours per week) faculty counseling position reporting to the Dean of Counseling, EOPS/CARE.

Start date of this assignment: Fall 2021.



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Duties and 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 counseling services to EOPS students, including academic, vocational, career, and personal counseling
2. Provide crisis intervention counseling as needed to assist students dealing with issues that could interfere with their academic success
3. Assist students in clarifying their educational goals, developing student educational plans (SEPs), and selecting courses
4. Establish and maintain connections with college programs and community agencies that would benefit EOPS/CARE students (TANF/CalWORKs, Child Development Center, Financial Aid, Multicultural and Dream Center)
5. Assist in developing and preparing EOPS/CARE Program Review and Student Learning Outcomes and Service Area Outcomes
6. Develop and teach Counseling/Career and Personal Development courses
7. Develop and facilitate student success/faculty development workshops
8. Perform other counseling related duties as assigned

Minimum Qualifications:

Possession of a Masters or above in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, OR the equivalent (see below) AND EOPS counselors hired after October 24, 1987, shall:

1. Have completed a minimum of nine semester units of college course work predominantly relating to ethnic minorities or persons handicapped by language, social or economic disadvantages OR

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2. Have completed six semester units or the equivalent of a college-level counseling practicum or counseling field-work courses in a community college EOPS program, or in a program dealing predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages

AND

In addition, an EOPS counselor hired after October 24, 1987, shall have two years of occupational experience in work relating to ethnic minorities or persons handicapped by language, social or economic disadvantages

Demonstrated cultural humility as well as sensitivity to and understanding of the diverse academic, socioeconomic, cultural, differences in ability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff as these factors relate to the need for equity minded-practice both within and outside of the classroom and counseling dynamic

Physical Requirements:

Equivalence to Minimum Qualifications:

For persons applying for this position based on Equivalence, please answer the supplemental question on the online application indicating 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 Masters 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 Bachelors or Associates 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

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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.

Knowledge, Skills and 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. Knowledge of EOPS/CARE California Title 5 regulations and guidelines
2. Knowledge of the California Community Colleges state-mandated matriculation policies, procedures, regulations, and articulation agreements
3. Knowledge of community agencies and local resources to provide supplemental services to students
4. Knowledge and understanding of various counseling and student development theories, and intervention strategies to help EOPS/CARE students
5. Experience in developing and teaching Career and Personal Development courses
6. Ability to use computer databases to retrieve student, college, and career information (e.g. Project Assist, Eureka, ONET, Banner, SARS)
7. Experience in using a variety of assessment instruments
8. Experience in counseling in a California community college and developing student educational plans
9. Experience working in team-work environment

Preferred Qualifications:

Spanish-speaking Bilingual/Bicultural desirable

Experience working in EOPS/CARE, CalWORKs, or with other programs serving disproportionately-impacted students



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Recent experience working with racially minoritized and other disproportionately-impacted students and an understanding of how historical patterns of exclusion of these groups within higher education and particular fields shape patterns of participation and outcomes

Willingness to examine and remediate ones instructional, relational, and classroom practices to more effectively engage and support racially minoritized and other disproportionately impacted students

Experience and skill with addressing inequity in the classroom and on campus

Experience and expertise in culturally relevant/responsive counseling approaches as well as teaching in college success, career and personal development courses

Demonstrated ability to address equity gaps within college success and career and personal development courses and classrooms

Demonstrated knowledge of the implications of the Hispanic-Serving Institution designation for institutional, departmental and instructional practices

Benefits:

Benefits include paid holidays, vacation and sick leave. The District pays all or a portion of monthly medical plan premiums (depending on the coverage) and pays all of the monthly dental and vision plan premiums for employees and eligible dependents. Additional paid benefits include life insurance, salary continuance insurance, and an Employee Assistance Program. Academic employees participate in the State Teachers Retirement System, a defined-benefit retirement plan through the State of California (no contributions to Social Security). Optional tax-deferred 403(b) and 457 retirement plans are also available.

Open Date: 11/17/2020

First Review Date: 12/22/2020

Close Date:

Open Until Filled: Yes

Special Instructions Summary:



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Required Application Materials

All applicants are required to submit:

1. A completed online District application form (go to <https://jobs.smccd.edu> to complete the application and to apply for this position)
2. A resume that details all relevant education, training, and teaching experience (including courses taught), and other work experience
3. Undergraduate and graduate academic transcripts (copies accepted)

Unofficial copies of all undergraduate and graduate academic transcripts may be submitted with the application; official copies will be required at the time of the interview.

4. Your cover letter must include discussion of the following questions:

What do you feel are the best strategies for supporting students who have been historically marginalized?

How is your counseling approach culturally-responsive to the students you serve?

Think of the most successful class you have taught. What were the key factors in creating a positive and effective learning environment for racially-minoritized and other disproportionately-impacted students?

If you have any questions regarding your application, please contact:

SMCCCD Office of Human Resources  
3401 CSM Drive, San Mateo, CA 94402  
Tel.: (650) 574-6555 Fax (650) 574-6574  
Web Page: [www.smccd.edu/hr](http://www.smccd.edu/hr)

Conditions of Employment:

Prior to employment, the selected candidate will be required to complete the following:

1. Submit official transcripts (applies to all faculty or educational administrative positions)  
Foreign Education completed outside of the United States must be deemed equivalent to that gained in



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conventional/accredited U.S. education programs in order for it to be considered for the satisfaction of minimum qualifications. Foreign transcripts must be translated and evaluated by a U.S.-based credentials evaluation service. The District currently accepts evaluations from agencies approved by the California Commission on Teacher Credentialing.

2. Submit verifications of prior employment

3. Satisfactory references

4. Successfully being cleared for employment through the background checking process

In addition to background checks, the District may review publicly available information about a candidate on the Internet. If a candidate is aware of incorrect or inaccurate information that is available on the Internet, the candidate is welcome to address such an issue with the Office of Human Resources.

5. Present original documents for proof of eligibility to work in the United States

6. Approval of your employment by the SMCCCD Board of Trustees

7. Provide a certificate of Tuberculosis exam for initial employment.

8. Have fingerprints taken by a Live Scan computer (Clearance must be received prior to first day of employment). Please note that the California Education Code requires, in part, that community college districts shall not employ or retain in employment persons in public school service who have been convicted of certain felonies, a misdemeanor drug charge (including alcohol offenses) or misdemeanor moral turpitude (sexual offense) crime. However, consideration may be given to those whose drug convictions occurred more than five years ago. A conviction for other crimes may not necessarily disqualify you from the job for which you may be applying.

#### EEO Statement:

The San Mateo County Community College District is an Equal Opportunity Employer that seeks to employ individuals who represent the rich diversity of cultures, language groups, and abilities of its surrounding communities.

#### Accommodations:

Applicants who have disabilities may request that special accommodations be made in order to complete the selection process. Accommodation request forms and a copy of the Americans with Disabilities Act applicant procedures are available in the Office of Human Resources.

#### Annual Security Report:

San Mateo County Community College Districts (SMCCCD) 2019 Annual Security Report (ASR), required by the Clery Act, includes statistics for the previous three years concerning reported crimes



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that occurred on campus; in certain off-campus buildings owned or controlled by SMCCCD; and on public property within, or immediately adjacent to and accessible from SMCCCD. Our 2019 Annual Security Report also outlines various campus safety and security policies, such as those concerning crime reporting, prevention and response to sexual and gender violence, alcohol and drug use, crime prevention, emergency response and evacuation procedures, and other matters. The 2019 Annual Security Report also includes important tips to help every member of the community remain safe and avoid becoming a victim of crime. The 2019

[url=https://www.smccd.edu/publicsafety/2019%20SMCCCD%20Annual%20Security%20Report.pdf] Annual Security Report is now available. You can also obtain a copy of this report by contacting the Department of Public Safety at the District Office or any of the three Campuses (650) 738-7000.

To apply, visit: [url=https://apptrkr.com/2080730]https://jobs.smccd.edu/

### Contact Information

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

### Contact

San Mateo County Community College District

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