

FT Counselor (NextUp) - Temporary One Year Non-Tenure Track
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=243726>

Downloaded On: Aug. 31, 2024 10:14pm

Posted Aug. 27, 2024, set to expire Sep. 27, 2024

Job Title	FT Counselor (NextUp) - Temporary One Year Non-Tenure Track
Department	Faculty
Institution	Cerritos College Norwalk, California
Date Posted	Aug. 27, 2024
Application Deadline	09/27/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Counseling Services
Apply Online Here	https://apptrkr.com/5574886

Apply By Email

Job Description

Image not found or type unknown



FT Counselor (NextUp) - Temporary One Year Non-Tenure Track

Salary: \$103,590.00 - \$159,061.20 Annually

Job Type: Full Time

Job Number: EOPS Counselor-24

Closing: 9/27/2024 11:59 PM Pacific

Location: Norwalk, CA

Department: EOPS Counselor-24

Division: Student Equity and Success

FT Counselor (NextUp) - Temporary One Year Non-
Tenure Track
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=243726>

Downloaded On: Aug. 31, 2024 10:14pm

Posted Aug. 27, 2024, set to expire Sep. 27, 2024

Description

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on September 27, 2024 at 11:59 PM (or when 150 applications are received, whichever occurs sooner).

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>.

Department Profile

The NextUp program provides holistic services for current and former foster youth attending Cerritos College, to support their academic and career goals. The program provides foster youth with support and services such as: academic and career counseling, help with books and supplies, transportation assistance, tutoring, food and housing support, emergency grants, and more.

The counselor filling this role will work with the NextUp students at Cerritos College both on our campus, as well as those NextUp students that are enrolled in classes while at the Los Padrinos juvenile detention center. They will work closely with those from the Justice Scholars program/manager, as well as working closely with the NextUp team on the Cerritos College campus.

The NextUp program is one of two foster youth support programs on the Cerritos College campus; LINC & NextUp provide a holistic approach to supporting our current and former foster youth that are

FT Counselor (NextUp) - Temporary One Year Non-
Tenure Track
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=243726>

Downloaded On: Aug. 31, 2024 10:14pm

Posted Aug. 27, 2024, set to expire Sep. 27, 2024

eligible for these programs. NextUp is part of the EOPS/CARE/LINC/NextUp department at Cerritos College and is part of the Division of Student Equity and Success at Cerritos College.

Distinguishing Career Features

This is a temporary one-year non-tenure track categorically funded position.

Job Duties

ALL FACULTY SHALL:

- Maintain currency with current information, concepts, laws and ideas in their disciplines and with best practices in teaching and learning.
- Check mailbox, voicemail, and e-mail regularly.
- Complete the checkout form before leaving campus at the end of the academic term.
- Maintain student confidentiality as required by regulation and Board Policy 5040 titled Student Records and Directory Information.

ALL FULL-TIME FACULTY SHALL:

- Participate in committee work, student activities, and shared governance activities as appropriate.
- Attend first-year and second-year staff development workshops during the first and second years of employment at Cerritos College.
- Attend department and division meetings.
- Attend commencement ceremonies.
- Assist the Department Chairperson and Instructional Dean in unit planning, budget preparation, and inventory.
- Develop and implement a "Flex Plan" as required by state regulations.
- All full-time faculty who are assigned classes shall: Post and maintain at least three scheduled office hours per week on at least three different days, including the final examination period. Office hours may not be scheduled between 11:00 a.m.-12:30 p.m. on Tuesday and Thursday.

ALL FACULTY WHO ARE ASSIGNED CLASSES SHALL:

- Teach all assigned classes unless excused under provisions of Board Policy.
- Teach all assigned classes for all scheduled minutes. In cases of necessary absence from class, notify the Instructional Dean or designee, or if unavailable, the Office of Academic Affairs in advance and have plans prepared so that a substitute, if assigned, can maintain continuity of course content.
- Teach courses in accordance with the course outlines of record.
- Provide opportunities for students to be aware of their progress.

FT Counselor (NextUp) - Temporary One Year Non-
Tenure Track
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=243726>

Downloaded On: Aug. 31, 2024 10:14pm

Posted Aug. 27, 2024, set to expire Sep. 27, 2024

- Submit a copy of the syllabus for each class to the Division Office.
- Keep accurate records of student enrollment, attendance, and academic progress and submit them to appropriate offices by the published deadlines.

- Submit end-of-session grades, including supporting documentation, and attendance reports by the published deadlines.
- Submit required information about first-day, no-show students by the published deadlines.
- Submit textbook order information by the published deadlines. If the textbook is electronic or includes an electronic course pack, these conditions must be met:
 1. Tests and exams must be available to the student without charge.
 2. The text and course pack must be available to students with disabilities.
 3. The publisher must grant read-only access to designated college staff for purposes of evaluation of course materials.
 4. The text must be downloadable or printable.If these four conditions are not met, the electronic textbook cannot be used.
- Meet all classes during the final examination period.
- Give final examinations at the scheduled time unless approval to do otherwise is granted by the Office of Academic Affairs or its designee.
- Keep all corrected final examination papers for at least one year following the close of the semester or summer term.
- Maintain a safe learning environment in classrooms, laboratories, and other instructional spaces.
- Allow the instructional manager and/or Instructional Dean, upon request, to review any assignments given during the semester.

Minimum Qualifications

Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work or career development, or the equivalent, **ANDEOPS** 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** (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

FT Counselor (NextUp) - Temporary One Year Non-
Tenure Track
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=243726>

Downloaded On: Aug. 31, 2024 10:14pm

Posted Aug. 27, 2024, set to expire Sep. 27, 2024

economic disadvantages.

Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic background of the student, community, and employee population.

Preferred Qualifications

- Experience working with foster youth.
- Experience working with Justice Scholars or similar programs focused on justice impacted teens/adults.
- Experience understanding and trained in trauma informed practices preferred
- A Bachelor's degree or higher in social work
- Experience connecting students to necessary resources both on and off-campus within the community, such as housing referrals, food insecurities, mental health issues, etc.

Supplemental Information

Physical Demands

Physical requirements may be met with or without reasonable accommodations. Requires ambulatory ability to move to various office and classroom-type locations. Ability to operate classroom equipment, including computer, and provide instruction and make presentations. Ability to communicate effectively with individuals or groups to carry on complex or routine conversations. Requires the ability to lift, push, and pull objects of medium weight (less than 30 lbs.) on an occasional basis.

Salary/Fringe Benefits

Salary is commensurate with education and experience.

Salary rate is: \$103,590.00 - \$159,061.20/annual.

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash-in-lieu option available on medical insurance.)

Participation in the State Teachers' Retirement System.

FT Counselor (NextUp) - Temporary One Year Non-
Tenure Track
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=243726>

Downloaded On: Aug. 31, 2024 10:14pm

Posted Aug. 27, 2024, set to expire Sep. 27, 2024

Conditions of Employment

This is a temporary one year non-tenure track categorically funded position. Contract will be up to 12 months.

This position requires the ability to work at both the Cerritos College campus and Los Padrinos Juvenile Hall.

Appropriate security clearance will be required according to Los Padrinos Juvenile Hall regulations.

Participation in a pre-service orientation and/or probationary in-service training is required.

Please note: Per Board Policy 7210 "A bachelor's degree or the equivalent, from an accredited educational institution, shall be the minimum degree requirement for *obtaining tenure* as a faculty member in the District. The Board of Trustees reserves the right to determine whether a faculty member shall be granted tenure."

Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

Board Policy 2905 will require mandatory COVID-19 vaccinations as a condition of employment. The District requires all employees to submit proof of full vaccination against COVID-19, as defined by the CDC. Full policy details can be found on the website; [Cerritos College - Chapter 2 - Board of Trustees](#). Employees may submit requests for medical or religious exemptions to the vaccine mandate for consideration. Details are available on the District's [COVID-19 webpage](#)

** Please note - the District does not provide for immigration sponsorships such as H1B Visas.

Candidates must be able to provide proof of California residency prior to employment.

Application Procedure

Application materials must be submitted by the closing date.

FT Counselor (NextUp) - Temporary One Year Non-
Tenure Track
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=243726>

Downloaded On: Aug. 31, 2024 10:14pm

Posted Aug. 27, 2024, set to expire Sep. 27, 2024

Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.

Selection Procedure

Following the closing date, application materials will be evaluated by a selection committee. Candidates selected for further consideration will be limited to those applicants in the competitive group who best meet the qualifications for the position. Interviews will then be conducted by the selection committee, and finalists will be recommended for further consideration by the President-Superintendent for final selection and recommendation for employment. The selection process may also include practical exercises (i.e., teaching demonstration and/or other written, technical, manipulative, or simulation exercises) to evaluate candidates' qualifications.

As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at HR@Cerritos.edu as search committee members are unable to discuss specific recruitments.

Required Documents

1. Cover Letter
2. Resume/CV
3. Copy of Unofficial Transcripts 1 (Must show all coursework completed and conferral date of the degree)

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4577111/ft-counselor-nextup-temporary-one-year-non-tenure-track>

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived



FT Counselor (NextUp) - Temporary One Year Non-Tenure Track
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=243726>

Downloaded On: Aug. 31, 2024 10:14pm

Posted Aug. 27, 2024, set to expire Sep. 27, 2024

characteristics. .

Contact Information

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

Contact

Faculty
Cerritos College

,