

Counselor (Restricted)
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=244265>

Downloaded On: Sep. 26, 2024 11:45pm

Posted Sep. 4, 2024, set to expire Sep. 27, 2024

Job Title	Counselor (Restricted)
Department	Counseling
Institution	San Diego Community College District San Diego, California
Date Posted	Sep. 4, 2024
Application Deadline	09/27/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Counseling Services
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Job Description	

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Counselor (Restricted)

San Diego Community College District

Closing Date: 9/27/2024

Position Number: 00120483

Location: San Diego City College

Position Type:

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Academic

The Position:

Posting Details (Default Section)

Closing Date: 09/27/2024 Open Until Filled No Classification Title Counselor (Restricted) Working Title Black Student Success Counselor Coordinator - Restricted Recruitment Limits This is a restricted, non-tenured track position that could continue, based upon renewal of funding annually by the California Community College system. Location San Diego City College Pay Information **This is a restricted, non-tenured track position that could continue, based upon renewal of funding annually by the California Community College system.**

Class 1, Step C - Class 6, Step C (\$6,933.44 - \$8,849.03) per month based on the 2024 AFT - COLLEGE Faculty Monthly Salary Schedule.

Initial salary placement for this Assistant Professor is commensurate with required education and related teaching experience as outlined in section A2.1 and A2.2 of the AFT Faculty Collective Bargaining Agreement and it is non-negotiable.

The District offers a comprehensive fringe benefit package including employer-paid medical, dental, vision plans, sick leave, and opportunities for professional development. This position is FLSA Exempt and may not accrue overtime. Benefits will be provided under the terms of the AFT-Guild, Local 1931 - Faculty Collective Bargaining Agreement. Annual Salaries will be recalculated for service less than a full academic year based on Education Code 87815, any required adjustment will be made with-in the first pay period. Travel reimbursement for interviewees traveling more than 200 miles, one-way, may be paid according to geographic location (see SDCCD Travel Stipend Policy, Rev 7/14/2011). The SDCCD Employment Web Page provides a link to employee collective bargaining agreements and handbooks, and more information about terms and conditions of employment to include salary and benefits. Position Equivalent FTE: 1.0 FTE Job Duration 11 Months Position Number: 00120483 FLSA Status Exempt (does not accrue overtime) Bargaining Unit AFT/College Faculty Range (na) Position Type Academic Department Counseling The Position San Diego City College, located in vibrant downtown San Diego, seeking a Contract Counselor assigned to General Counseling to develop and execute intentional programming, services, and support specifically addressing Black student populations. The Counselor Coordinator will be responsible for offering strategic direction in improving access, retention, persistence, and completion for Black student populations. This includes researching and developing strategies to increase student success through counseling services, coordinating related events, activities, support, while also defining and providing resources. The Counselor

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Coordinator will provide leadership to SD City College to deliver services and activities that are sensitive to cultural differences, promoting access and student success. Furthermore, the Counselor Coordinator will help advance institutional priorities related to Black student populations, including the Equity and Achievement Program goals and objectives. This is a restricted, non-tenure track position contingent upon funding.

Under the direction of the Dean of Student Development and Matriculation, provide resources to assist students in meeting their personal, educational, and career objectives, including the selection of evaluation instruments; orientation to academic programs and services; degree, certificate, and transfer counseling; research; liaison with instructional departments; and outreach to other educational institutions. San Diego City College is a multi-cultural institution committed to providing open access to all who can benefit from instruction and to meeting the diverse and ever-changing educational, cultural, and economic needs of the urban core and surrounding communities of San Diego. Major

Responsibilities 1. Coordinate a variety of activities which inform the community about educational opportunities and programs available in the District while providing guidance and leadership to SD City College as it relates to improving experiences and outcomes of Black student populations, leading to increased retention and completion.

2. Develop, recommend, and implement student support services to enhance the Black student experience and increase student access, retention, persistence, and completion of academic programs. This includes co-curricular programs and services.

3. Perform academic counseling for current and prospective Black students, and refer accordingly to support services and faculty to assist them in determining appropriate educational goals.

4. Assist in collecting data and information to help create annual reports, including recommendations for improving Black student outcomes based on results on previous years.

5. Assist current and entering Black students to complete educational plans to assure timely completion of academic programs.

6. Provide individual and group career counseling by providing information, including assessment tools, research, and planning.

7. Assist students in finding appropriate in-school resources, as well as outside agencies, to assist in resolving problems and crises (including mental health) which interfere with their functioning as students.

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8. Provide counseling services and course offerings for study skills and motivation, as well as information regarding specific curricula, college catalog, college regulations, fees, and resources, including transfer programs; provide counseling services for probationary or disqualified Black students; resolve student learning problems in cooperation with the instructional program.
9. Provide counseling services, including workshops and orientations, to respective Black students including those in special programs, such as students in financial aid, foreign students, undocumented or mixed status, veterans, and disabled students, including counseling for both occupational and transfer students.
10. Participate in the evaluation of institutional practices and programs as they affect Black students; plan and conduct relevant research in areas such as academic skill levels of new students, reasons for student attrition, and follow-up data on transfer of students.
11. Develop and teach courses in Personal Growth or related subject areas as part of regular Counselor assignment; participate in evaluation of instructional materials and recommend catalog revisions as necessary.
12. Confer with faculty regarding individual students; serve as a resource for faculty in dealing with individual student concerns.
13. Participate in campus wide and district committees and work collaboratively with Counseling, other departments, and larger community to identify and address equity gaps.
14. Participate in professional development as required to maintain current knowledge of counseling and instructional models.
15. Maintain cooperative work relationships across campus and departments.
16. Perform related duties as assigned. Qualifications **(A)** Master's degree, or equivalent foreign degree, in the discipline of the faculty member's assignment.
(B) Master's degree, or equivalent foreign degree, in a discipline reasonably related to the faculty member's assignment and possession of a bachelor's degree,
OR equivalent foreign degree, in the discipline of the faculty member's assignment. Desired Qualifications **Knowledge:**
 1. Applicable sections of the California Education Code.
 2. Counseling techniques, both individually and group in a higher education setting.

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3. Principles and practices of counseling within a community college environment.
4. Requirements for various degree programs.
5. Research techniques.
6. Rules, regulations, and policies of assigned programs.
7. Technical aspects of field of specialty.
8. Tests and their use and interpretation for career and educational counseling.

Skills and Abilities:

1. Multilingual in English and 1) Spanish, 2) Arabic 3) Farsi, or Other Languages.
2. Teach and facilitate individual and group sessions.
3. Analyze a situation correctly and adopt effective course of action.
4. Communicate effectively both orally and in writing.
5. Counsel current and prospective students individually and in groups.
6. Establish effective relationships with students, faculty, staff, and the business community. Interpret, apply, and explain policies and procedures.
7. Make persuasive and articulate presentations before groups.

Training and Experience:

1. Any combination of training and experience equivalent to meet requirements for appropriate counseling credential.
2. Demonstrated evidence of knowledge, training, and experience that would indicate sensitivity, understanding, and ability to work with diverse community college populations, including those with diverse academic, socio-economic, cultural and ethnic backgrounds.
3. Demonstrated evidence of knowledge and ability to identify students experiencing academic difficulties including monitoring, evaluating progress and increasing retention.
4. Evidence of experience in providing information about campus-based programs such as DSPS, EOPS, Tutoring, Articulation, Student Employment and Career Services, and Work Experience.
5. Expertise in the use and interpretation of career assessment tools, creating new interventions, models, or theories for career counseling.
6. Demonstrated training and experience with the impact of trauma on behavior and development, and interventions and approaches that support student success.

Equivalency If you do not possess the exact degrees, or higher, listed above or if you anticipate receiving the required degree prior to the start of teaching classes, please complete a [Request for Equivalency Form](#) and attach it during the application process. Foreign Degree: Applicants with

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foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services (**NACES**) or Academic Credentials Evaluation Institute, INC. (**ACEI**). A copy of the evaluation must be submitted with your on-line application. Licenses/Certificates/Credentials: 1. Valid California driver's license. Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals. Working Conditions **Physical Requirements:** Category III

Environment:

Favorable, usually involves an office. Special Instructions to Applicants: To ensure **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not be reviewed). References to resumes or other uploaded documents within the online application will be considered an "incomplete" application; please enter "N/A" if any section does not apply.

1. Complete online application;
2. Cover Letter;
3. Resume;
4. Three (3) References within the online application;
5. Undergraduate Unofficial Transcript(s); AND,
6. Graduate Unofficial Transcript(s).
7. Licenses/Certificates/Credentials (Optional).
8. Equivalency Request (If Applicable).
9. Foreign Degree Evaluation (required if applicable).

Important: *To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc). Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.*

- Application materials sent via mail, fax, or e-mail will **not** be accepted.
- Note that correspondence, including interview invitations, will be sent to you via e-mail.
- All inquiries, nominations and applications will be held in the strictest confidence.

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Tentative Timeline (Subject to Amendments) Conditions of Employment: **SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Pass a pre-employment physical exam at the District's expense;
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the candidate's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form;**
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices; AND,
- Employed on an initial contract of one (1) year that is eligible for renewal annually for up to a subsequent one year period..

EMPLOYMENT AFTER RETIREMENT

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information. Additional Information: Please note that an employee may be transferred to any site at the option of the Chancellor.

EMPLOYEE BENEFITS

SDCCD provides a comprehensive fringe benefit package for its full-time academic employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the State Teachers' Retirement System (STRS) upon appointment. Posting Number AC01071 Indicate budget number(s)

Major Responsibilities:

1. Coordinate a variety of activities which inform the community about educational opportunities and programs available in the District while providing guidance and leadership to SD City College as it relates to improving experiences and outcomes of Black student populations, leading to increased retention and completion.

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3. Perform academic counseling for current and prospective Black students, and refer accordingly to support services and faculty to assist them in determining appropriate educational goals.
4. Assist in collecting data and information to help create annual reports, including recommendations for improving Black student outcomes based on results on previous years.
5. Assist current and entering Black students to complete educational plans to assure timely completion of academic programs.
6. Provide individual and group career counseling by providing information, including assessment tools, research, and planning.
7. Assist students in finding appropriate in-school resources, as well as outside agencies, to assist in resolving problems and crises (including mental health) which interfere with their functioning as students.
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15. Maintain cooperative work relationships across campus and departments.
16. Perform related duties as assigned.

Qualifications:

(A) Master's degree, or equivalent foreign degree, in the discipline of the faculty member's assignment.

(B) Master's degree, or equivalent foreign degree, in a discipline reasonably related to the faculty member's assignment and possession of a bachelor's degree,

OR equivalent foreign degree, in the discipline of the faculty member's assignment.

Desired Qualifications:

Knowledge:

1. Applicable sections of the California Education Code.
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5. Expertise in the use and interpretation of career assessment tools, creating new interventions, models, or theories for career counseling.
6. Demonstrated training and experience with the impact of trauma on behavior and development, and interventions and approaches that support student success.

Licenses:

1. Valid California driver's license.

Pay Information:

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To apply, visit: <https://www.sdccdjobs.com>

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Contact Information

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

Contact

Counseling

San Diego Community College District

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