

**COUNSELOR, Extended Opportunity Program & Services
(EOP&S)**

San Jose/Evergreen Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=253622>

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Posted Feb. 24, 2025, set to expire Mar. 9, 2025

Job Title	COUNSELOR, Extended Opportunity Program & Services (EOP&S)
Department	Staff
Institution	San Jose/Evergreen Community College District San Jose, California
Date Posted	Feb. 24, 2025
Application Deadline	03/09/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Counseling Services
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COUNSELOR, Extended Opportunity Program & Services (EOP&S)

San Jose/Evergreen Community College District

Close/First Review Date:03/09/2025

Work Location: Evergreen Valley College

Position Description:

POSITION SUMMARY



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This faculty position is a full-time, 100% FTE (11 Months, July - May) Tenure Track position as EOP&S Counselor in the Division of Student Success located at Evergreen Valley College.

Assignment may include day and evening responsibilities. Some workdays may be assigned outside the eleven-month academic calendar.

This position is represented by the San Jose/Evergreen Federation of Teachers, AFT 6157.

DUTIES AND RESPONSIBILITIES

1. Plan, develop, coordinate and implement EOPS and CARE program activities.
2. Keep abreast of regulations and laws that affect EOPS and CARE students.
3. Determine EOPS and CARE student eligibility and prepare annual reports.
4. Serve as a liaison and source of information regarding program policies and procedures, with college administration, college programs, and community agencies to maximize service for EOPS and CARE students.
5. Provide transitional counseling on an individual and group basis to designated CARE and EOPS program participants.
6. Conduct workshops or teach success strategies to CARE and EOPS students with special focus on those who may experience academic difficulty.
7. Maintain files on matters in progress and expedite successful completion; coordinate and monitor special projects, assignments and activities.
8. Provide academic transfer and vocational counseling and follow up in assessing, planning, and implementing students academic goals, and assist students to develop appropriate educational plans.
9. Assist students with all necessary applications.
10. Provide counseling and follow up related to students personal and social development, academic progress and persistence, and other concerns that may impact retention.
11. Refer students to appropriate services on-and-off campus for assistance, support, or advice

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beyond the scope of the EOPS/CARE program.

12. Review students schedule of classes to ensure that individual students are pursuing a planned educational program.
13. Provide guidance relating to college policies & service programs actively supporting EOPS, CARE, and NextUp students; including Financial Aid, Basic Needs, Disabilities Support Program, and Health & Wellness.
14. Participate in development and implementation of orientation and workshop activities.
15. Attend counseling staff meetings and statewide EOPS and CARE meetings as appropriate to the assignment.
16. Understand the legislation and basic needs associated with AB 540/DACA, and foster youth students.
17. Understand case management approach to holistically support EOPS, CARE and NextUp students.
18. Teach courses in assigned discipline by communicating subject matter clearly and effectively.
19. Adapt methodologies for students with special needs and different learning styles.
20. Demonstrate commitment to professional development, including but not limited to activities such as: participation in professional conferences, workshops, seminars, membership in professional organizations, research projects, publishing academic work, participation in statewide committees or organizations, etc.
21. Demonstrate sensitivity in working with students and staff of diverse racial, ethnic, academic and socio economic backgrounds, sexual orientation, and disabilities by showing respect for differences and the dignity of others.
22. Participate in faculty responsibilities such as: course and curriculum development and review, student learning outcomes and assessment, program review, committees, research and special projects as needed in the discipline/department or district.
23. Attend and participate in department, division and college meetings and keep posted office hours.

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24. Meet record keeping obligations on time, e.g. grades, census, reports, rosters, textbook orders, and requisitions.
25. Maintain and provide current course syllabi as required by California Education Code and Board policy.
26. Foster a professional work and learning environment.
27. Perform other duties as required by the Collective Bargaining Agreement.

Required Qualifications:

EDUCATION AND EXPERIENCE

1 Masters degree in Counseling, Rehabilitation Counseling, Clinical Psychology, Counseling Psychology, Guidance Counseling, Educational Counseling, Social Work or Career Development,

OR

The equivalent.

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

(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



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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.

Desired Qualifications:

Desired Qualifications:

1. Demonstrated experience working with students that identify as African American, Latine/x, Pacific Islanders, Indigenous/Native Americans, Dreamers, Foster Youth or LGBTQ+.
2. Demonstrated experience with case management relating to academic achievement of historically disadvantage student groups.
3. Bilingual abilities, desirable.

Districts Diversity Requirements

- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.
- Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills to do so.

Salary Range:

\$102,128 to \$140,193 Entry Level Annual Salary (11 Month Academic Salary Schedule 2024-2025); Maximum Salary Potential \$181,697. Note: Actual Salary placement is based on candidate's verified education and experience.

Benefits:

Excellent fringe benefit package includes a pension, medical, dental, vision, EAP (employee assistance plan) and life insurance for employee and eligible dependents, and income protection. Voluntary plans include supplemental life insurance, Flexible Spending Accounts, 403b and 457



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Deferred Compensation Accounts. Faculty also receive paid sick leave.

To be considered for this position please visit our web site and apply on line at the following link: <https://sjeccd.peopleadmin.com/>

About San Jose/Evergreen Community College District

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive roles models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the Districts emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13% Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.

Contact Information

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

Contact

Staff

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