

PT POOL - Part-time Counselor
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=256210>

Downloaded On: Apr. 29, 2025 3:16am

Posted Apr. 25, 2025, set to expire May 30, 2025

Job Title PT POOL - Part-time Counselor
Department Continuing Education
Institution Rancho Santiago Community College District
Santa Ana, California

Date Posted Apr. 25, 2025

Application Deadline 05/30/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Counseling Services

Apply Online Here <https://apptrkr.com/6161273>

Apply By Email

Job Description

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PT POOL - Part-time Counselor

Rancho Santiago Community College District

Salary Range: Counseling Rate: \$52.98 - \$57.06, depending upon education.

Job Type:

Job Number: AC25-01165

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Location: Santa Ana, CA

Division: Santa Ana School of Continuing Education

Closing: 5/30/2025 5:00 PM Pacific

POSITION DETAILS

About Rancho Santiago Community College District

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The district includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, the Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

RSCCD's student population is a direct reflection of the diverse communities in the surrounding neighborhoods. As a whole, the district has the honor of serving approximately 55,537 students: 51% Hispanic/Latinx, 20% White, 9% Asian & Filipino, and 2% are African American. RSCCD is a proud Hispanic Serving Institution (HSI) and serves predominately historically underrepresented students. There is a commitment to foster student centered values among our employees to provide equitable student learning, academic excellence, and workforce development. By delivering high-quality educational programs and student support services, the district ensures that students have the appropriate resources to achieve their goals.

At RSCCD, our mission is to integrate diversity, equity, inclusion, accessibility, and justice into all aspects of student academics and employee relations. Thus, creating transformational experiences that prepares students and employees to engage in the world with a renewed sense-of-self. Through this commitment, Rancho Santiago Community College District strives to cultivate a learning environment that prioritizes respect, to ensure that RSCCD stakeholders feel valued and supported throughout their academic and professional careers.

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About the Position

The Division seeks to establish a roster of eligible candidates for part-time, temporary, hourly teaching positions during the **Spring 2025** and **Fall 2025** semesters as needed. The Hiring Administrator will draw from this pool of applicants when there is a requirement for temporary assignments. If your qualifications match our needs, the division dean or department chair will reach out to you to arrange an interview. Please refrain from contacting the Recruitment Office for updates on your application status.

The ideal candidate will demonstrate cultural competency in serving diverse community college student populations, including those with differing abilities, AB 540 students, DACA recipients, Foreign Residents, VACA participants, and Continuing Education students. They will support RSCCD's mission to promote self-awareness, knowledge, and communication skills, enabling students to participate creatively and confidently in an ever-changing world.

Candidates will cultivate an inclusive classroom culture that engages and supports a diverse student population. They should effectively teach students from varied ethnic, racial, cultural, and socioeconomic backgrounds, including those with disabilities or differing academic preparation levels. Candidates should show sensitivity to diverse learning needs and a commitment to equity and anti-racism. They will help empower students to achieve their educational and career goals while fostering creativity, confidence, and lifelong learning.

Responsibilities

Counselors provide academic, career, and personal counseling by assisting current and prospective students with course and program information, career exploration, educational planning career selection and the identification and exploration of personal concerns. They provide assessment opportunities and use the results in helping students with course and program selection. Counselor may teach courses as assigned by the Dean of Counseling. They provide assistance to students on academic probation and assist in the monitoring of student progress with emphasis in helping students to achieve their educational goals. When appropriate, they refer students to other student service programs or community resources. They may participate in staff development and in-service training activities. They perform other duties as assigned.

QUALIFICATIONS

Requirements

Minimum Qualifications (Applicants must meet one of the following):

- Possess from an accredited institution: A master's degree in counseling, rehabilitation

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counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, marriage and family therapy, or marriage, family and child counseling, or a bachelor's degree in one of the above listed degrees and a license as a Marriage and Family Therapist (MFT), OR

- Possess a valid California Community College credential; OR
- The equivalent (applicants who do not meet the above minimum qualifications must complete the Equivalencies Section in the application form.): Any master's degree or higher and 30 graduate units completed in the discipline

Desirable Qualifications

- Experience in counseling and teaching students from diverse ethnic and cultural backgrounds and widely varying levels of proficiency preferred.
- A working knowledge of and experience with student learning outcomes and assessment.

APPLICATION PROCESS

This position is to fill part-time, temporary, hourly assignments on an as-needed basis. To ensure full consideration, all applicants must submit a complete online Rancho Santiago Community College District application that includes the items listed below.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Cover Letter
3. Curriculum Vitae (CV) or Resume - details all relevant education, training, and teaching experience (including courses taught), and other work experience
4. Academic Transcripts (unofficial copies are accepted)

Foreign Degrees

Transcripts from countries other than the United States must be evaluated by an agency that is approved by or a member of the National Association of Credentials Evaluation Service (NACES) or the Association of International Credential Evaluators, Inc. (AICE), or Commission on Teacher Credentialing (CTC).

Application Screening

In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:

- Educational experience - breadth and depth

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- Work experience - breadth and depth
- Demonstrated leadership capabilities
- Curriculum development
- Program development
- Community involvement
- Demonstrated experience in working with a diverse socioeconomic community
- Credentials or minimum qualifications authorizing service in other areas of need
- Demonstrated ability to work cooperatively with others

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview.

Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

Interview

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the interview date. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills
- Successful teaching, problem-solving, or performance demonstration
- Writing skills/demonstration

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

Disability Accommodations Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

Conditions of Employment

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam (TB).
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received

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before the first day of employment)

4. Submit official transcripts.
5. Submit official verification of employment letters.

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4915150/pt-pool-part-time-counselor>

Contact Information

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

Contact

Continuing Education
Rancho Santiago Community College District

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