

DSPS Counselor
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=257352>

Downloaded On: May. 23, 2025 10:50pm

Posted May 23, 2025, set to expire Jun. 1, 2025

Job Title DSPS Counselor
Department Disability Support Programs and Services
Institution San Diego Community College District
San Diego, California

Date Posted May 23, 2025

Application Deadline 06/01/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Student Affairs
Administration - Counseling Services

Apply Online Here <https://apptrkr.com/6248987>

Apply By Email

Job Description

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DSPS Counselor

San Diego Community College District

Closing Date: 6/1/2025

Position Number: 011011

Location: Continuing Education

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Position Type: Academic

The Position:

Posting Details (Default Section)

Closing Date: 06/01/2025 Open Until Filled No Classification Title DSPS Counselor Working Title DSPS Counselor Recruitment Limits Location Continuing Education Pay Information Class 1, Step C - Class 6, Step C (\$6,933.44- \$8,849.03) per month based on the current AFT - College Faculty Tenured-Tenure Track Faculty Salary Schedule.

Initial salary placement is commensurate with required education and related teaching experience as outlined in section A2.1 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 within 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).

Typically, Assistant Professors earn tenure after 4 years and promote to Associate Professor. 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: 011011 FLSA Status Non-Exempt (accrues overtime) Bargaining Unit AFT/College Faculty Range No Response Position Type Academic Department Disability Support Programs and Services The Position The Disabled Student Programs and Services (DSPS) Counselor will provide comprehensive academic, vocational and disability management counseling services to students with disabilities in a diverse environment. The DSPS Counselor will be part of a team of professionals who will develop and implement comprehensive disability support services designed to meet legal mandates and student success in collaboration with campus faculty, community agencies, and students with disabilities.

From San Diego College of Continuing Education President Dr. Tina M. King:

Established in 1914, San Diego College of Continuing Education (SDCCE) is among the oldest and largest noncredit institutions in the nation, serving approximately 20,000 students annually at seven campuses across the city of San Diego, at various community locations, and online. As the adult education arm of the San Diego Community College District, our students are among the most diverse

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in California-culturally, ethnically, and educationally-and our college is proud to be playing a preeminent role in alleviating poverty in our community.

San Diego College of Continuing Education commits to student success and community enrichment by providing tuition-free, accessible, equitable, and innovative quality education and support services to diverse learners in pursuit of lifelong learning, training, career advancement, and pathways to for-credit colleges. Our programs are specialized to address essential areas of adult education and workforce development, including short-term career training in priority industry sectors; English as a Second Language; basic skills; an Emeritus program for those 55 years old or older; and Disability Support Programs and Services. The San Diego College of Continuing Education's career training programs alone contribute a quarter-billion dollars to the San Diego regional economy each year. San Diego College of Continuing Education was one of the first noncredit institutions in the U.S. to be separately accredited by the Western Association of Schools and Colleges (WASC), recognized for its impactful community presence, innovative programs, and commitment to transforming lives through accessible education and career pathways.

At San Diego College of Continuing Education, we are committed to the principles of equal employment opportunity and to hiring qualified applicants who are dedicated to student learning and success. Joining SDCCE means becoming part of a dynamic team that is deeply committed to providing accessible, high-quality education to a diverse community. Candidates who believe that they can demonstrate this commitment are encouraged to apply.

To learn more, please visit:

Mission Statement: <https://sdcce.edu/about/mission-statement>

You Belong: <https://sdcce.edu/organization/you-belong>

President's Office: <https://sdcce.edu/organization/president>

Please note that an employee may be transferred to any site at the option of the Chancellor. Major Responsibilities **Performance Responsibilities:** Under the direction of the Dean of DSPS/Emeritus the DSPS Counselor has the following responsibilities and performs the following duties in support of disabled student programs and services at the College.

1. Provide academic, career, and personal counseling and guidance services to students with disabilities both individually and in groups.
2. Prepare and determine disability verification for students through observation and/or analysis of medical and psychological documentation.
3. Assist students in determining appropriate academic adjustments and accommodations; consult with instructors regarding specific students and their disability related needs.

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4. Design individualized educational plans and authorize educational accommodations for students with disabilities.
5. Recommend and coordinate appropriate services and referrals for students with disabilities to ensure equal access in accordance with Title V and ADAA.
6. Participate in and contribute toward required state, federal and college reporting/planning activities for disabled student programs, including accreditation and program review.
7. Develop effective working relationships with faculty members in instructional areas; serve as faculty liaison on issues related to students with disabilities to ensure compliance with Title V and the ADA; perform in service training related to disability and disability law to the college community.
8. Participate, as appropriate, in college outreach programs, and on-campus clubs for students with disabilities.
9. Assist in the development and implementation of special programs focusing on access and retention.
10. Serve on department, college-wide, and district-wide committees in support of participatory governance.
11. Provide matriculation services as directed and required.
12. Develop and maintain close working relationships with disabled student counseling personnel in feeder high schools, local colleges, and community resource agencies to aid in student transition.
13. Maintain cumulative counseling records for all students served and contribute to state reporting requirements.
14. Participate in curriculum and course development and professional development programs.
15. Teach counseling and guidance classes and provides workshops to staff and students as appropriate.
16. Be able to administer and interpret a variety of assessment instruments, to both groups and individuals.
17. Assume other counseling and guidance responsibilities as assigned.

Qualifications

MINIMUM QUALIFICATIONS

Applicants for this position must show evidence of the following minimum qualifications:

Master's degree in rehabilitation counseling

OR

Master's degree in counseling, guidance counseling, student personnel, clinical or counseling psychology, education counseling, social work, career development, marriage and family therapy, marriage, family and child counseling, or a Bachelor's degree in marriage and family therapy or in

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marriage, family and child counseling and possession of a license as a Marriage and Family Therapist (MFT); and either 15 or more semester units in upper division or graduate level course work related to people with disabilities, or completion of six semester units, or the equivalent of a graduate-level counseling practicum or counseling field work courses, in a post-secondary Disabled Students Programs and Services program or in a program dealing with people with disabilities, or two years of fulltime experience, or the equivalent, in one or more of the following:

(A) Counseling for students with disabilities; or

(B) Counseling in industry, government, public agencies, military or private social welfare organizations in which the responsibilities are for persons with disabilities, or the equivalent. Desired Qualifications

1. Experience counseling a wide variety of students with disabilities, including learning, psychological, sensory, physical, intellectual disabilities, and acquired brain injuries in post-secondary educational setting.
2. Strong working knowledge of the Americans with Disabilities Act Amended, Rehabilitation Acts 504 and 508, Title V Regulations for Disabled Students Programs & Services.
3. Ability to work collaboratively.

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 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 online application. **Licenses/Certificates/Credentials:** **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.

Click [here](#) for the EEO / Diversity / Nondiscrimination - Policies and Procedures Working Conditions .

Special Instructions to Applicants: To ensure consistency, fairness, and alignment with our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA), please submit only the materials specifically requested in this posting (e.g., no personal photos, articles, etc.). Be sure to upload the required documents using the respective document name labels. Uploading extraneous materials, unless explicitly requested, 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 email will not be accepted. All correspondence, including

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interview invitations, will be communicated via email.

We are dedicated to maintaining the confidentiality of all inquiries, nominations, and applications in the strictest confidence, and we encourage applicants from diverse backgrounds to apply.

1. Complete online application;
2. A current resume of professional experience, educational background, counseling experience;
3. A cover letter (not to exceed two (2) pages);
4. Three (3) professional references including one supervisor; AND,
5. Complete transcripts of **ALL lower and upper division**, and graduate-level college/university course work with the degree conferral date shown (need not be official - as attachment).
6. Equivalency Form (if applicable).
7. Foreign Degree Evaluation (if applicable).
8. Licenses/Certificates/Credentials (if applicable).

Tentative Timeline (Subject to Amendments) Interviews, candidate selection and job offer to occur tentatively within approximately 60 days after the posting closes.

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);
- 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 District'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](#)

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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 AC01121 Indicate budget number(s)

Major Responsibilities:

Performance Responsibilities: Under the direction of the Dean of DSPS/Emeritus the DSPS Counselor has the following responsibilities and performs the following duties in support of disabled student programs and services at the College.

1. Provide academic, career, and personal counseling and guidance services to students with disabilities both individually and in groups.
2. Prepare and determine disability verification for students through observation and/or analysis of medical and psychological documentation.
3. Assist students in determining appropriate academic adjustments and accommodations; consult with instructors regarding specific students and their disability related needs.
4. Design individualized educational plans and authorize educational accommodations for students with disabilities.
5. Recommend and coordinate appropriate services and referrals for students with disabilities to ensure equal access in accordance with Title V and ADAA.
6. Participate in and contribute toward required state, federal and college reporting/planning activities for disabled student programs, including accreditation and program review.
7. Develop effective working relationships with faculty members in instructional areas; serve as faculty liaison on issues related to students with disabilities to ensure compliance with Title V and the ADA; perform in service training related to disability and disability law to the college community.
8. Participate, as appropriate, in college outreach programs, and on-campus clubs for students with disabilities.
9. Assist in the development and implementation of special programs focusing on access and retention.
10. Serve on department, college-wide, and district-wide committees in support of participatory governance.
11. Provide matriculation services as directed and required.

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12. Develop and maintain close working relationships with disabled student counseling personnel in feeder high schools, local colleges, and community resource agencies to aid in student transition.
13. Maintain cumulative counseling records for all students served and contribute to state reporting requirements.
14. Participate in curriculum and course development and professional development programs.
15. Teach counseling and guidance classes and provides workshops to staff and students as appropriate.
16. Be able to administer and interpret a variety of assessment instruments, to both groups and individuals.
17. Assume other counseling and guidance responsibilities as assigned.

Qualifications:

MINIMUM QUALIFICATIONS

Applicants for this position must show evidence of the following minimum qualifications:

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(B) Counseling in industry, government, public agencies, military or private social welfare organizations in which the responsibilities are for persons with disabilities, or the equivalent.

Desired Qualifications:

1. Experience counseling a wide variety of students with disabilities, including learning, psychological, sensory, physical, intellectual disabilities, and acquired brain injuries in post-secondary educational setting.

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2. Strong working knowledge of the Americans with Disabilities Act Amended, Rehabilitation Acts 504 and 508, Title V Regulations for Disabled Students Programs & Services.
3. Ability to work collaboratively.

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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.

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Contact Information

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

Contact

Disability Support Programs and Services
San Diego Community College District

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