

Full Time Faculty, Counselor, K-12 Liaison Counselor
Copper Mountain College

Direct Link: <https://www.AcademicKeys.com/r?job=263427>

Downloaded On: Oct. 6, 2025 3:03pm

Posted Oct. 6, 2025, set to expire Nov. 2, 2025

Job Title Full Time Faculty, Counselor, K-12 Liaison Counselor
Department Student Services
Institution Copper Mountain College
Joshua Tree, California

Date Posted Oct. 6, 2025

Application Deadline 11/02/2025

Position Start Date Available immediately

Job Categories Faculty Associate

Academic Field(s) Education

Apply Online Here <https://apptrkr.com/6616113>

Apply By Email

Job Description

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Full Time Faculty, Counselor, K-12 Liaison Counselor

Salary: \$73,121.95 - \$110,868.50 Annually

Job Type: Full-Time

Department: Student Services

Closing: 11/2/2025 11:59 PM Pacific

Location: Joshua Tree, CA

Job Number: 20251001FTCOUNK12

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Position Description

Full Time Faculty, Counselor, K-12 Liaison Counselor

Copper Mountain Community College District (CMCCD) is looking for a full-time Counselor. The ideal candidate is an active and positive leader with the desire, skills and knowledge to serve students, has the ability to work in an environment of continuous change; can manage stressful situations with patience and compassion; makes honest and ethical decisions. If you are interested in "Taking the Next Step" for your future, CMCCD encourages you to apply.

Under the supervision of the assigned Student Services administrator, the K-12 Liaison Counselor performs a variety of outreach and advising efforts including but not limited to counseling of prospective students and families throughout our high school partnership community and building and maintaining contacts in the Morongo Basin area. The counselor will assist in planning and coordinating events designed to create or maintain enrollment to CMC. The counselor will serve as the primary point of contact for local high schools in outreach and enrollment efforts. Interprets and informs prospective students, parents, and agents on the matriculation process and general program information. Provides prospective students with a positive, student-centered experience through all stages of the enrollment cycle.

****In order for your application to be considered, you must attach the required attachments listed below****

This is a non-tenure track, 200 day/year position. This is a Categorically Funded position. Continuation of this position is contingent upon continued funding.

Duties and Responsibilities

GENERAL RESPONSIBILITIES: Positions may be tenured, tenure-track, and Categorically/Federally funded non-tenure track.

- Provide a professional program of academic, career and vocational counseling and planning for student success in meeting student educational goals.
- Work closely with faculty, staff, administrators, and the community.
- Use computer technology as appropriate.
- Attend regional counseling meetings.
- Prepare and submit appropriate reports.

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- Respect student rights as specified in District policy and applicable federal and state laws or regulations.
- Maintain a professional and effective relationship among the counselors and other segments of the educational community, including the local school district and other institutions.
- Monitor students' progress and prescribe interventions, as needed, for continued success.
- Accept credit from all regionally accredited colleges and universities. Accept military, CLEP, Advanced Placement, and American Council on Education guide Non-Traditional credit (General Counselors only).
- Complete formal and informal requests for evaluation of credit, including Student Education Plans.

Professional Development:

- Continue to develop professional skills and knowledge as they relate to the discipline by attending professional conferences, seminars or meetings as necessary.

Additional Responsibilities:

- Provide the administration with assistance on the evaluation of academic student petitions and grievances.
- Regularly attend and participate in academic and staff meetings.
- Attend commencement ceremonies and convocations.
- Participate in advisory committee meetings when required.
- Participate as a peer evaluator of full-time and adjunct faculty as requested.
- Provide recommendations for instructional supplies, equipment and other job-related support.
- Consult with management on personnel needs; assist with preparation of position descriptions and serve on screening/hiring committees as needed.
- Participate in the process of shared governance by contributing to the academic community through committee work in the program area, college or district levels, or participate in other significant non-classroom college, district or community activities.
- Keep official records, collect data and submit records as required by District policy and administrative procedures.
- Prepare and submit necessary forms in accordance with college procedures.
- Participate in articulation activities.
- Abide by District regulations concerning the proper use, care and security of equipment.
- Advise management of unsafe conditions, potential hazards or accidents in a timely manner.
- Participate in on-going activities such as workshops, meetings, and training to ensure a safe learning and working environment.

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- Report absences to the appropriate supervisor; advise supervisor of the intended date of return.
- Demonstrate an awareness of and sensitivity to the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

Qualifications

Standards are established in accordance with the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* as adopted by the California Community Colleges Board of Governors for the discipline.

This job description was developed mutually by the District, Academic Senate and Faculty Association and is intended to comply with the Collective Bargaining Agreement.

MINIMUM QUALIFICATIONS:

Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy or marriage, family and child counseling,

OR

the equivalent.

(NOTE: A bachelor's degree in one of the listed degrees and a license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline.)

Supplemental Information

Required Attachments:

In order for your application to be considered you must attach:

1. A current and complete resume or CV highlighting educational, professional, and applicable experiences.
2. College transcripts from an accredited college or university if education is a requirement of the

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position (student copies are acceptable for application purposes but official transcripts will be required if hired).

3. A cover letter.

Tentative Timeline:

First consideration will be given to candidates who apply by **November 2, 2025**. Applications will be accepted until the job posting is removed.

Applications will be reviewed in the order in which they are received. Based on the number of applications received, this posting may close without notice.

*All dates are subject to change based on availability

EQUAL OPPORTUNITY STATEMENT:

Copper Mountain College is committed to Equal Employment Opportunity for all persons and to provide educational and employment opportunities free from discrimination on the basis of ethnic group identification, gender identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disabilities, and other physical or verbal conduct. Inquiries regarding compliance and/or grievance procedures may be directed to the School District's Title IX Officer and/or Section 504/ADA Coordinator.

To apply, please visit <https://www.schooljobs.com/careers/cmccd/jobs/5099067/full-time-faculty-counselor-k-12-liaison-counselor>

Contact Information

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

Contact

Student Services

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