

FT Counselor (3 Positions)
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=269762>

Downloaded On: Dec. 23, 2025 5:36pm

Posted Dec. 23, 2025, set to expire Feb. 2, 2026

Job Title FT Counselor (3 Positions)
Department Staff
Institution Cerritos College
Norwalk, California

Date Posted Dec. 23, 2025

Application Deadline 02/02/2026

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Counseling Services
Administration - Other

Apply Online Here <https://apptrkr.com/6816320>

Apply By Email

Job Description

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FT Counselor (3 Positions)

Salary: \$105,342.00 - \$161,750.00 Annually

Job Type: Full Time

Job Number: FTCOUNSELOR-26

Closing: 2/2/2026 11:59 PM Pacific

Location: Norwalk, CA

Department: FTCOUNSELOR-26

Division:

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Counseling

Description

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on February 2nd, 2026 at 11:59 PM (or when 200 applications are received, whichever occurs sooner).

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>.

Department Profile

The Cerritos College Counseling Department mission is to honor and empower students. We believe that every student matters and that each has great value and potential. Our work is to advocate and build equitable avenues for belonging, discovery, growth, and accomplishment of educational and career goals. By guiding and supporting students as they navigate their educational journeys, we validate their capacity and power for building their future.

- Academic, career, and personal counseling to a diverse community college student population.
- Assisting students with the exploration of majors and careers, and developing education plans appropriate to their goals.
- Development, coordination, and facilitation of workshops including those for orientation, probation

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students, and specific majors through the Learning and Career Pathways.

- Assisting students experiencing academic difficulties, including students on academic and/or progress probation.
- Teaching a variety of courses across the Counseling curriculum, which may include traditional, learning community, and online formats.
- Assistance with myriad efforts in support of meeting requirements of the Student Success and Support Program.

Distinguishing Career Features

This is a 12-month tenure-track contract position.

Job Duties

ALL FACULTY SHALL:

- Maintain currency with current information, concepts, laws and ideas in their disciplines and with best practices in teaching and learning.
- Check mailbox, voicemail, and e-mail regularly.
- Complete the checkout form before leaving campus at the end of the academic term.
- Maintain student confidentiality as required by regulation and Board Policy 5040 titled Student Records and Directory Information.

ALL FULL-TIME FACULTY SHALL:

- Participate in committee work, student activities, and shared governance activities as appropriate.
- Attend first-year and second-year staff development workshops during the first and second years of employment at Cerritos College.
- Attend department and division meetings.
- Attend commencement ceremonies.
- Assist the Department Chairperson and Instructional Dean in unit planning, budget preparation, and inventory.
- Develop and implement a "Flex Plan" as required by state regulations.
- All full-time faculty who are assigned classes shall: Post and maintain at least three scheduled office hours per week on at least three different days, including the final examination period. Office hours may not be scheduled between 11:00 a.m.-12:30 p.m. on Tuesday and Thursday.

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ALL FACULTY WHO ARE ASSIGNED CLASSES SHALL:

- Teach all assigned classes unless excused under provisions of Board Policy.
- Teach all assigned classes for all scheduled minutes. In cases of necessary absence from class, notify the Instructional Dean or designee, or if unavailable, the Office of Academic Affairs in advance and have plans prepared so that a substitute, if assigned, can maintain continuity of course content.
- Teach courses in accordance with the course outlines of record.
- Provide opportunities for students to be aware of their progress.
- Submit a copy of the syllabus for each class to the Division Office.
- Keep accurate records of student enrollment, attendance, and academic progress and submit them to appropriate offices by the published deadlines.
- Submit end-of-session grades, including supporting documentation, and attendance reports by the published deadlines.
- Submit required information about first-day, no-show students by the published deadlines.
- Submit textbook order information by the published deadlines. If the textbook is electronic or includes an electronic course pack, these conditions must be met:
 1. Tests and exams must be available to the student without charge.
 2. The text and course pack must be available to students with disabilities.
 3. The publisher must grant read-only access to designated college staff for purposes of evaluation of course materials.
 4. The text must be downloadable or printable.If these four conditions are not met, the electronic textbook cannot be used.
- Meet all classes during the final examination period.
- Give final examinations at the scheduled time unless approval to do otherwise is granted by the Office of Academic Affairs or its designee.
- Keep all corrected final examination papers for at least one year following the close of the semester or summer term.
- Maintain a safe learning environment in classrooms, laboratories, and other instructional spaces.
- Allow the instructional manager and/or Instructional Dean, upon request, to review any assignments given during the semester.

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

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marriage, family and child counseling, OR the equivalent; AND a minimum of six months of counseling experience in an educational setting to represent a minimum of 450 hours which may include paid or unpaid field work.

Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic background of the student, community, and employee population.

Preferred Qualifications

- Demonstrate experience working with students from a broad range of cultural heritages, genders, socio-economic backgrounds, abilities and orientations
- Knowledge of issues related to college student development
- Knowledge of and commitment to the mission, philosophy and objectives of the California community colleges
- Experience with Guided Pathways model- including but not limited to working with metamajor, specialized counseling etc.
- Experience with group counseling or other group facilitation techniques
- Teaching experience, particularly with student success and career development courses in a higher education setting
- Ability to utilize the Internet, email, and other applicable soft-ware and technology
- Experience with special populations including first generation, undeclared students, disabled students, veterans, and reentry students
- Experience with Student Success and Support Program functions including facilitating orientations, education planning, and providing follow-up services
- Assignment may be with the Transfer Center, Career Services, Dual Enrollment, and/or General Counseling.

Supplemental Information

Physical Demands

Physical requirements may be met with or without reasonable accommodations. Requires ambulatory ability to move to various office and classroom-type locations. Ability to operate classroom equipment, including computer, and provide instruction and make presentations. Ability to communicate effectively with individuals or groups to carry on complex or routine conversations. Requires the ability to lift, push, and pull objects of medium weight (less than 30 lbs.) on an occasional basis.

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Salary/Fringe Benefits

Salary is commensurate with education and experience.

Salary rate is: \$105,342 - \$161,750/annual.

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash-in-lieu option available on medical insurance.)

Participation in the State Teachers' Retirement System.

Conditions of Employment

This is a tenure-track contract position. Contract will be for 12 school months for the academic year beginning July 1, 2026.

Participation in a pre-service orientation and/or probationary in-service training is required.

Please note: Per Board Policy 7210 "A bachelor's degree or the equivalent, from an accredited educational institution, shall be the minimum degree requirement for *obtaining tenure* as a faculty member in the District. The Board of Trustees reserves the right to determine whether a faculty member shall be granted tenure."

Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

**** Please note - the District does not provide for immigration sponsorships such as H1B Visas.**

Candidates must be able to provide proof of California residency prior to employment.

Application Procedure

Application materials must be submitted by the closing date. We are committed to providing an inclusive and accessible application process. If you require a reasonable accommodation to apply or

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interview due to a disability, please contact Human Resources at hr@cerritos.edu as early as possible. While advance notice (ideally at least 72 hours before the application deadline or scheduled interview) helps ensure we can meet your needs, we will make every effort to accommodate requests made at any time.

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.

Selection Procedure

Following the closing date, application materials will be evaluated by a selection committee. Candidates selected for further consideration will be limited to those applicants in the competitive group who best meet the qualifications for the position. Interviews will then be conducted by the selection committee, and finalists will be recommended for further consideration by the President-Superintendent for final selection and recommendation for employment. The selection process may also include practical exercises (i.e., teaching demonstration and/or other written, technical, manipulative, or simulation exercises) to evaluate candidates' qualifications.

As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at HR@Cerritos.edu as search committee members are unable to discuss specific recruitments.

Required Documents

1. Cover Letter
2. Resume/CV
3. Copy of Unofficial Transcripts (Must show all coursework completed and conferral date of the degree)

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/5173232/ft-counselor-3-positions>

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition,

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ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .

Contact Information

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

Contact

Staff
Cerritos College

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