

**Counselor, Dual Enrollment
Foothill-De Anza Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=231280>

Downloaded On: May. 9, 2024 12:40pm

Posted Feb. 23, 2024, set to expire May 31, 2024

Job Title	Counselor, Dual Enrollment
Department	
Institution	Foothill-De Anza Community College District Los Altos Hills, California
Date Posted	Feb. 23, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Student Affairs Administration - Counseling Services
Apply Online Here	https://apptrkr.com/5044105
Apply By Email	
Job Description	

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Counselor, Dual Enrollment

HR EMPLOYMENT/CAREERS

Initial Review Date: 04/03/2024*

***Any complete applications received after the review date will only be forwarded to the hiring committee at their request.**

The Foothill-De Anza Community College District is currently accepting applications for the faculty

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position of **Counselor, Dual Enrollment, Foothill College.**

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

Foothill - De Anza Community College District Mission Statement:

The mission of the Foothill-De Anza Community College District is student success. We are driven by an equity agenda and guided by core values of excellence, inclusion, and sustainability. Every member of our district contributes to a dynamic learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. We are committed to providing an accessible, quality undergraduate education dedicated to developing a broadly educated and socially responsible community that supports an equitable and just future for California.

Foothill College Mission Statement:

Embracing inclusivity and building strong communities, Foothill College serves diverse learners and equips its students with critical thinking skills to address complex societal challenges, to thrive in the global workforce, and to engage in a life of inquiry.

JOB SUMMARY

Reporting to the dean of counseling, this general counselor position has a dual enrollment focus that splits their time between supporting high school dual enrollment efforts and providing counseling services to the general student population. The counselor is responsible for teaching classes and providing community college-bound counseling services on campus and at participating high schools. Examples of what to expect in this position includes: consult with the Outreach and School Relations Office, work collaboratively with high school administrators and staff, maintain office hours, collect data and report on student success, attend department and division meetings, pursue professional growth activities, serve on district and/or college committees, develop and evaluate curricula, facilitate workshops and group discussions to middle and high school students, participate in orientation and registration events, and perform other duties consistent with the role of a counselor. This position may have teaching assignments and other job responsibilities that occur on campus, off campus or online which may require evening and/or Saturday hours.

DUTIES AND RESPONSIBILITIES OF POSITION INCLUDE:

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1. Assist students from diverse and socio-economic backgrounds regarding their academic, career, and personal goals.
2. Provide educational planning for students and serve as a resource to help them complete certificate and degree programs and transfer successfully.
3. Participate in college and division assignments and special projects.
4. Work collaboratively with divisions, departments, units, and other constituencies.
5. Establish and maintain partnerships with community members, high schools, and community agencies.
6. Teach counseling and career related courses.
7. Offer core services to students like orientation, educational planning, and counseling follow-up sessions.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. 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.)

PREFERRED QUALIFICATIONS:

1. Understand the role of the community college counselor in providing academic, transfer, career and personal counseling to students from diverse backgrounds.
2. Familiarity with providing counseling services to community college students.
3. Experience teaching counseling and career related courses and developing counseling curricula.
4. Skilled in providing culturally relevant college success strategies for historically minoritized students.
5. Adept at using culturally relevant teaching and counseling strategies to improve historically minoritized student outcomes.
6. Track record working with learning communities and special programs such as retention, honors, Umoja, Puente, Pre-STEM, Dual Enrollment or International Student Programs.

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7. Knowledgeable in the principles and techniques of program development, implementation and evaluation to address student performance and transfer issues.
8. Accomplished in teaching hybrid, in-person and online.
9. Proficient at using counseling tools like Canvas and Ellucian Degree Works and Banner.
10. Effective verbal, written, interpersonal, and group communication skills.

WORKING CONDITIONS:

Environment:

1. Indoor, office environment.

Physical Abilities:

(Applicants should perform these physical abilities with or without reasonable accommodations)

1. Hearing and speaking to exchange information.
2. Vision sufficient to read various materials.
3. Dexterity of hands and fingers to perform the tasks required of the position.
4. Regularly stand, walk, and sit for extended periods of time.
5. Bending at waist, kneeling, or crouching.
6. Reaching overhead, above the shoulders, and horizontally.
7. Lifting and carrying objects up to 20 lbs.

APPLICATION PACKET:

1. A District on-line application to be completed at <http://hr.fhda.edu/careers/>*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.**Additionally**, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.

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2. A cover letter detailing your background and experience, skills, and abilities as they relate to the minimum and preferred qualifications of this position.
3. A current resume of all work experience, formal education and training.

If you wish to request equivalency for this position (if you believe you do not otherwise meet minimum qualifications via educational degree attainment as specified), you may submit the Request for Equivalency form. This form will need to be submitted with your application packet. You may either scan a hard copy of this form with your application packet or submit it as a Word document with your application packet. http://hr.fhda.edu/_downloads/Equivalency.pdf

Applicants will be REQUIRED to submit transcripts for salary placement purposes. Applicants who have international transcripts must obtain transcripts that are evaluated by an independent educational-equivalency evaluation company and obtain an English translation (if necessary). These services are to be done at the applicant's expense.

If any required application materials are omitted, the committee will not review your application packet. Application materials not required (including reference letters) for this position will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our "Applicant Information" webpage to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>

HIRING RANGE:\$79,128.39 - \$146,897.96 annually plus benefits; actual placement is based on applicant's verified education and experience.

For the complete Faculty Salary Schedule, go to:

https://hr.fhda.edu/_faculty-information.html

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. Other voluntary benefits are also available such as legal assistance, pet insurance, and long-term care. Faculty are also eligible for paid professional development leaves and stipends for



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educational and professional development.

For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>

TERMS OF EMPLOYMENT: Full-time, Tenure-track, 11-months per year

STARTING DATE: Fall 2024

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: employment@fhda.edu

<http://hr.fhda.edu/>

This position will become Open Until Filled after the initial Closing Date. Any complete applications received while the position is Open Until Filled will be reviewed by the hiring committee only upon committee request.

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1534?c=fhda>

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Contact Information

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

Contact

Staff

Foothill-De Anza Community College District

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