

**PT POOL - Counselor/Counseling Instructor**  
**Rancho Santiago Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=233479>

Downloaded On: May. 8, 2024 5:21pm

Posted Mar. 25, 2024, set to expire May 31, 2024

**Job Title** PT POOL - Counselor/Counseling Instructor  
**Department** Counseling & Student Support Services  
**Institution** Rancho Santiago Community College District  
Santa Ana, California

**Date Posted** Mar. 25, 2024

**Application Deadline** 05/31/2024

**Position Start Date** Available immediately

**Job Categories** Professional Staff

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

**Apply Online Here** <https://apptrkr.com/5131216>

**Apply By Email**

**Job Description**

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**Rancho Santiago Community College District**

**Salary Range:** Lecture Rate: \$72.63 - \$84.07 / Counseling Rate: \$61.74 - \$71.46, depending upon education.

**Job Type:** Part Time

**Job Number:**

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AC23-00764

**Location:** Orange, CA

**Division:** SCC Counseling and Student Support Services

**Closing:** 5/31/2024 5:00 PM Pacific

**Job Description**

**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.

Teach all assigned classes, which may include evening or off-campus assignments unless excused according to Board Policy provisions. Maintain accurate records of student enrollment, attendance, and academic progress. Assist in maintaining course outline for each assigned course. Be familiar with and observe the administrative regulations as they appear in the Faculty Handbook (flex calendar obligations, course overviews, etc). Participate in department committees and activities. Will teach a variety of courses/levels within the discipline/area of study.

**Job Qualifications**

**MINIMUM QUALIFICATIONS**

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

- Possess from an accredited institution: A master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy or marriage, family

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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.)

**Additional 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.

**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, 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.

**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.

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## **SELECTION CRITERIA**

### **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
- 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

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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. The District will make reasonable accommodations for applicants with disabilities. Applicants should contact Recruitment in the Human Resources Office for assistance.

### **Application Procedure**

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 Online 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 Transcripts:** Education completed outside of the United States must be equivalent to that gained in the conventional/accredited United States education programs to be considered for the satisfaction of minimum qualifications. The National Association of Credential Evaluation Services (NACES), a United States-based credentials evaluation service, must translate and evaluate Foreign transcripts.

### **Conditions of Employment**

The selected candidate(s) is required to complete the following prior to employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States (by in-person appointment in People & Culture)
2. Provide a certificate of Tuberculosis Exam
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)
4. Submit official transcripts - Based on Minimum Qualifications

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To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4282309/pt-pool-counselor-counseling-instructor>

**Contact Information**

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

**Contact**

Counseling & Student Support Services  
Rancho Santiago Community College District

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