

Disability Support Services (DSS) Counselor

Posting Details

Posting Details (Default Section)

Posting Number:	0600346
Open Date:	06/03/2013
Position Title:	Disability Support Services (DSS) Counselor
Working Title:	
Department:	Disability Support Services
Position Type:	Contract Faculty
Months of Service:	11 months
FTE:	1.0 FTE
Responsibilities:	VACANCIES ARE CONTINGENT UPON AVAILABLE FUNDING.

This position may include a combination of day, evening, weekend, extension site, and online or hybrid assignments.

RESPONSIBILITIES: Under the direction and leadership of the Dean of Counseling, Matriculation and Personal Development, the Disability Support Services (DSS) Counselor/ provides disability counseling to students with disabilities. **ESSENTIAL DUTIES:** Evaluate disability verification; provide disability management counseling, including disability, academic planning, career, and personal counseling, to students with disabilities (e.g., head injury, psychological disabilities, mobility, speech impaired, blind and visually impaired, deaf and hard of hearing, attention deficit disorder-ADD/ADHD, AIDS-related syndrome, environmental sensitivities, developmentally delayed learners, etc.); develop and monitor Student Education Contracts (SEC) for students with disabilities to assist students in meeting their educational goals; collaborate with college instructors, counselors, and Disability Support Services personnel to assist students in pursuit of their educational goals; provide consultation and support to campus faculty and staff regarding student accommodations and DSS programs and services as required by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973; maintain liaison with educational and community-based organizations for ongoing referral outreach and recruitment; may serve as instructor for basic skills Personal Development courses relating to disabilities; participate in professional activities, curriculum development, and campus committees; perform related duties and responsibilities as required.

Knowledge & Abilities: **MUST HAVE KNOWLEDGE OF:** Operations, services, and activities of the Disability Support Services program; diverse student populations in the programs; counseling principles, practices, and techniques; applicable policies, procedures, goals, and objectives of the Disability Support Services program; community college system; pertinent federal, state, and local laws, codes, and regulations; effective and appropriate communication skills; principles and procedures of record keeping and report preparation; modern office procedures, methods, and equipment including computers and applicable software; English usage, spelling, grammar, and punctuation; interpersonal skills using tact, patience, and courtesy; oral and written communication skills. **MUST HAVE ABILITY TO:** Participate in the activities and services offered in the Disability Support Services program; provide a full range of academic, career, and personal counseling services to a diverse

student population; assist in the development, administration, and implementation of program goals, objectives, and procedures; exercise critical and independent judgment; interpret and apply applicable federal, state, and District policies, laws, and regulations; work successfully with District faculty, administrators, and staff; effectively utilize applicable computer software applications; work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Education & Experience:

Minimum Qualifications:

Master's degree in Rehabilitation Counseling **OR** Master's degree in Special Education **AND** twenty four or more semester units in upper division or graduate level course work in counseling, guidance, student personnel, psychology, or social work **OR** Master's degree in counseling, guidance, student personnel, psychology, career development, or social welfare **AND** either twelve or more semester units in upper division or graduate level course work specifically in counseling or rehabilitation of individuals with disabilities, or two years of full-time experience, or the equivalent, in one or more of the following; (a) Counseling or guidance for students with disabilities or (b) Counseling and/or guidance in industry, government, public agencies, military or private social welfare organizations in which the responsibilities of the position were predominantly or exclusively for persons with disabilities **OR** Valid California Community College Credential in Disabled Persons Programs and Services Counselor **OR** the equivalent.

Desired Qualifications:

Licenses and Other Requirements:

Working Conditions:

Salary:

Upon initial employment, full-time faculty members are placed on the salary schedule based upon years of experience and education. The maximum initial placement for experience is Step 6.

Salary Schedule:

Work Schedule:

Successful candidate may be assigned to any of the campus sites (Chula Vista, National City, Otay Mesa, and/or San Ysidro).

Start Date:

August 15, 2013 (Fall Semester).

Screening Deadline:

Open Until Filled

Yes

Required Applicant Docs Cont'd

Southwestern College Online Application

Supplemental Questionnaire:

Special Instructions to Applicants:

All application materials must be received online by **11:59 p.m., Friday, June 28, 2013**. Screening of applications will begin shortly thereafter. Any application received after the deadline is not guaranteed a review. Position is open until filled.

Foreign Degrees:

Foreign degrees require an evaluation for United States equivalency from an agency having membership with the National Association of Credential Evaluation Services, Inc.

Transcripts issued outside the United States of America require a course-by-course

analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached to your online application at the time of applying.

For your convenience, we have provided the NACES (National Association of Credential Evaluation Services) membership list to assist you in complying with this requirement; click on the Helpful Job Tips link on the navigation bar. You may use any other certified transcript evaluation service at your disposal.

Additional Information:

We regret we are unable to accept faxed, e-mailed, mailed, or hand delivered application materials. Only complete application materials submitted through SWC online system will be accepted. To complete and submit your application for this position, please visit our online employment website at www.swccd.edu. All required information must be submitted online before the review date and time indicated on the job posting.

A confirmation number will be assigned if your application packet has been successfully submitted. Assistance with the online application process is available through the Human Resources Office at 900 Otay Lakes Road, Chula Vista, CA 91910; telephone: (619) 482-6395 or e-mail to employment@swccd.edu.

It is the sole responsibility of the applicant to ensure that all application materials are received by the review deadline date. A separate, complete application packet is required for each position for which you are applying for. All materials included in your application packet become District property, will not be returned, will not be copied, and will be considered for this opening only.

Upon offer of employment, the successful applicant must be able to provide proof of eligibility to work in the United States.

Reasonable accommodations will be provided to candidates with verified disabilities. Accommodation requests should be made at the time the interview appointment is scheduled.

As an Equal Opportunity Employer and in compliance with the Americans with Disabilities Act, Southwestern Community College District will make reasonable accommodations for individuals with disabilities.

Southwestern Community College District does not discriminate against any person in employment, or in any program affiliated with the District, on the basis of age, ancestry, color, ethnic group identification, national origin, religion, race, gender or sex, sexual orientation, physical or mental disability, veteran status, 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.

Selection Procedure:

A screening committee will evaluate applicants, taking into account the breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. Selected applicants will be invited for an interview.

INTERVIEW TRAVEL COSTS MUST BE BORNE BY THE APPLICANT.

We reserve the right to re-open, re-advertise, delay or cancel filling this position.

HR Contact Information:

Southwestern Community College
Human Resources (Room 1670)
900 Otay Lakes Road
Chula Vista, CA 91910
www.swccd.edu

(619) 482-6395

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you learn about this career opportunity?

- Chronicle of Higher Education
- Craig's List
- Diverse, Issues in Higher Education
- Ed-Join
- Higher Ed Jobs
- Hispanic Outlook in Higher Education
- Jobing
- Latinos in Higher Education
- San Diego Union Tribune
- SDSU Aztec Career Connection
- SWC Website
- The Registry
- Tribal College Journal
- UCSD Job Listing
- Women In Higher Education
- Other (Please Specify if not listed above)

2. If Other, please specify.
(Open Ended Question)

Required and Optional Documents

Required Documents

1. Letter of application (Cover Letter)
2. Resume
3. First letter of professional recommendation dated within the past year
4. Second letter of professional recommendation dated within the past year
5. Unofficial copies of college transcripts with date degree conferred

Optional Documents

1. Unofficial copies of college transcripts with date degree conferred 2