



COLLEGE of the CANYONS

SANTA CLARITA COMMUNITY COLLEGE DISTRICT

announces an employment opportunity for

This position is a high priority for our District for the 2014-2015 year and is contingent upon continued available district, grant and state funding.

COUNSELOR

(Disabled Students Programs and Services)

Full-time Tenure Track Position

Review Date: August 28, 2014

POSITION DESCRIPTION

College of the Canyons is seeking a faculty member in the area of Counseling for students with disabilities. This is an eleven-month professional tenure-track position to begin as soon as possible. The position may include a combination of academic counseling, teaching, department, college, and community functions. Assignment may include day, evening, and weekend duties at all District sites.



DUTIES OF THE POSITION

- Under the direction of the Dean of Student Services with assistance from the Director of Disabled Students Programs & Services (DSPS), will provide educational, career, and personal (when assistance is related to the student's education) counseling to students enrolled with Disabled Students Programs & Services.
- Assists in carrying out the College Student Success & Support Services Plan.
- Provides group counseling sessions, orientations, workshops, and other activities to support students getting information and support related to college success.
- Assists students to understand educational options, clarifies educational goals, engages in educational and career planning, and participates in the development of Student Educational Plans (SEPs) and course selection for student with disabilities.
- Serves as an advocate for students with disabilities while maintaining effective relationships with faculty, staff, and administration.
- Provides information on college major and certificate programs as they relate to educational and career development.
- Facilitates accommodations such as note taking, adapted equipment, ASL interpreting, testing accommodations, etc.
- Maintains confidential records; accurately record information needed to complete mandated reports.
- Advises students on the matriculation process.
- May choose to teach counseling and personal development-related courses on an overload basis.
- Maintains office hours, if teaching, and participates in department, division, and college committees and governance.
- Participates in and implements departmental and college program reviews.
- Participates in additional faculty responsibilities, including college decision-making activities related to professional and academic matters. The activities will occur both within the department as well as in the larger College setting. Performs other duties as assigned.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

The minimum qualifications for service as a community college counselor of students with disabilities shall be satisfied by meeting one of the following requirements:

- Possession of an unexpired California Community College Instructor Credential in rehabilitation counseling.

OR

- Master's degree, or equivalent foreign degree, in rehabilitation counseling.

OR

- Master's degree, or equivalent foreign degree, in special education, **AND** twenty four (24) 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** twelve (12) or more semester units in upper division or graduate level course work specifically in counseling or rehabilitation of individuals with disabilities.

OR

- Master's degree in counseling, guidance, student personnel, psychology, career development, or social welfare; **AND** two (2) years of full-time equivalent experience 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.

DESIRABLE KNOWLEDGE, SKILLS, EXPERIENCE AND ABILITIES

- Experience working with students with disabilities including within the context of laws/mandates for persons with disabilities.
- Academic counseling experience working with students with disabilities at the college level.
- Experience teaching courses such as college success and career and personal development.
- Ability to plan, coordinate and implement DSPS Counseling projects and high school outreach.
- Knowledge of the matriculation process as it applies to California Community Colleges.
- Preparation for or experience in designing and preparing Student Educational Plans (SEP) for community college students.
- Commitment to maintain currency in the discipline, including use of assistive technology required in the discipline.

- Ability to develop and maintain student counseling notes in SARS and Datatel or similar electronic recordkeeping software, in a timely and effective manner.
- Strong commitment to professional growth and development, and to the continued innovation and improvement of successful counseling and teaching.
- Experience with online counseling programs and resources for exploring career options and transfer requirements.
- Ability to work effectively with computers and other forms of advanced technology utilized in providing high quality Counseling and instruction and the understanding and successful use of learning technology.
- Knowledge of and experience using university articulation agreements and transfer requirements of counseling community college students.
- Willingness to facilitate and encourage student success by working to develop varied and innovative academic learning environments.
- Ability to use computer databases to retrieve student, college, and career information.
- Ability to communicate professionally and clearly with students and staff, both orally and in writing.
- Experience in developing counseling-related workshops and orientation sessions for incoming high school students.
- Demonstrated ability to establish and maintain positive and effective working relationships with on-campus groups (including students, faculty, administrators and staff), as well as, off-campus community and education partners.
- Demonstrated experience working in postsecondary educational settings with students with disabilities.
- In addition to being well qualified to be a DSPS Counselor and to teach in their respective disciplines, it is desirable that the DSPS Counselor has additional abilities and interests in contributing to other professional pursuits at the College, such as: Counseling and instructional innovation, second language ability, sponsoring clubs, new program development, student success initiatives and community or high school outreach.
- Demonstrated sensitivity to, and understanding of, the diverse academic, socio-economic, cultural, ethnic and disability backgrounds of community college students.

PROFESSIONAL RESPONSIBILITIES

- Faculty members at College of the Canyons facilitate student learning by working to develop every student's abilities and by designing varied and exciting learning environments.
- Counseling faculty work as team members with all staff, create innovations in Counseling and learning methods, and work to provide an environment for students to be partners in learning.
- The DSPS Counselor will also assist in program planning, carry out related projects, and evaluate related department programs and faculty and assist with department program review.

- Counseling faculty members carry out their professional responsibilities by participating in the college decision-making activities related to academic and professional matters via meetings, by participating on project teams, by engaging in ongoing and meaningful professional development, and by providing support to students on a one-to-one and small group basis at regularly scheduled times.

In addition to professional expertise in academic Counseling and teaching within the discipline, applicants should possess the following abilities and attitudes that have been identified as important to successful performance in the position.

PROFESSIONAL ABILITIES

- Success and commitment as a team player, including the ability to engage in cooperative problem solving;
- Success at initiating, executing and following up on projects, including the ability to set specific objectives and measure achieved results;
- A commitment to the mission and values of the community college;
- A positive attitude, including the ability to foster collegiality;
- Flexibility, including the acceptance of and willingness to change;
- Open-mindedness, including fairness and the ability to see multiple perspectives;
- The willingness to take risks and be innovative;
- A willingness to see complex tasks through to completion; and
- The willingness to accept responsibility for professional and personal growth.

CONDITIONS OF EMPLOYMENT

- Eleven-month per year position, to begin as soon as possible.
- Placement on the Academic Salary Schedule C depending on education and experience. Salary range: \$58,212-\$92,556 annually.
- Part of the teaching and/or counseling assignment may be evenings and/or weekends at all District sites.
- The instructor may be expected to deliver instruction utilizing nontraditional delivery methods.
- An excellent benefit package including medical, vision, dental, life and Section 125 is offered.
- Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening.
- Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
- Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
- Board of Trustees approval.
- Position is contingent upon funding and is subject to change.
- Days, hours and salary will be prorated for the first year depending on the hire date.

PHYSICAL CHARACTERISTICS

Position requires sitting and viewing a computer monitor for extended periods of time plus frequent periods of standing and walking, which may include climbing staircases; dexterity of hands and fingers to operate a computer keyboard and related equipment; reaching, bending, kneeling, crawling and stooping; frequently exert 10-20 pounds of force to lift, carry, push, pull or otherwise move objects; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor; handling and working with various materials and objects; and travel from site-to-site.

ABOUT THE DISTRICT

College of the Canyons is a California community college that serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. The college opened with 735 students in 1969 and now serves over 17,000 students per semester on two campuses – in Valencia and Canyon Country – under the umbrella of the Santa Clarita Community College District.

College of the Canyons offers 74 degree and 84 certificate programs, and is focused on staying ahead of the technology curve both operationally and academically. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. With accessible, enriching education that provides a wide variety of associate degree and certificate programs, College of the Canyons prepares students for transfer to four-year colleges and universities, offers a variety of life-long learning opportunities for community members, and provides employee training programs for business and industry. The 2014-15 academic year marks the 45th year of the college's service to Santa Clarita Valley communities.

The local community has been historically and enthusiastically supportive of its local college, having approved two bond measures valued at more than \$220 million since 2001. The college also secures substantial funds from the state and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities to be built to accommodate them.

The college boasts clean, modern facilities, a capable and enthusiastic staff, innovative programs and high-tech solutions. It is, quite simply, a vital cultural, educational and economic force in the region. Those who are involved with the college discover unlimited opportunities. They can be innovative and entrepreneurial, and they can set the stage for things to come.

APPLICATION AND SELECTION PROCESS

Applicants are encouraged to complete their applications online at: www.canyons.edu/offices/humanresources.

Applicants may check the status of their application online and may expect to be notified within approximately 3 weeks following the review date as to the status of their application.

All materials listed below are required for your application packet to be considered complete (except the Confidential Recruitment Survey, which is optional). Incomplete applications will not be considered for this position. All required supplemental application materials must be uploaded to the online application or received by the Human Resources Office by the end of the day on the review date. The Human Resources Office is located in the University Center, Suite 360 at 26455 Rockwell Canyon Rd., Santa Clarita, CA, 91355.

Applicants must submit all of the following:

- **Completed District Academic Application.**
- **Cover letter** addressing how and why candidate meets the required and desired qualifications for this position.
- **A detailed resume** summarizing education and experience.
- **At least three (3) current (dated within the last five years) letters of recommendation. Letters must be dated and have an original signature (fancy font type signatures are not acceptable), otherwise your application will be considered incomplete.** One formal, signed teaching evaluation (dated within the last five years) may be substituted for one letter of reference. Three (3) current letters of professional reference that clearly describe why you are a strong candidate/good fit for this specific position based on the job description, are preferred.
- **College transcripts** verifying educational degree(s) and/or coursework required for the position. **All degrees must be from accredited colleges or universities.** Unofficial or copies of transcripts may be submitted for application purposes. Copies of college diplomas are not acceptable in lieu of transcripts. Please see our website for requirements regarding evaluation of foreign degrees.
- **Confidential Recruitment Source Information Sheet** (Voluntary Survey).

Applicants are encouraged to apply online, visit our website at www.canyons.edu/offices/humanresources. For assistance contact the Human Resources Office at (661) 362-3427 or for hearing impaired TTY/TDD (661) 362-5178.

It is the applicant's responsibility to ensure that all application materials are fully and correctly submitted. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Resumes may not be submitted in lieu of the official application form.

The College is expecting to conduct initial interviews week of September 29th and final interviews week of October 6th. This is an estimated timeline and is subject to change.

Notes:

- Hiring committees review all complete qualified application packets and select applicants for interview based on those who most closely meet the criteria listed in the job announcement. Possession of the minimum qualifications does not guarantee an interview.
- A teaching demonstration will be required for those candidates selected for an initial interview.
- Current COC employees who are applying for this position: Please be aware that materials from your personnel file are not included as part of the application file; therefore, please provide the same requested application materials as any other applicant.

Position is contingent upon funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until this position is filled.

EEO POLICY:

The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources Office directly at 661-362-3427.

COLLEGE OF THE CANYONS
26455 Rockwell Canyon Road, Santa Clarita, CA 91355
www.canyons.edu



REDEFINING COMMUNITY COLLEGE SINCE 1969