

COPPER MOUNTAIN COMMUNITY COLLEGE (CA)
invites applications for the position of:



ACCESS Coordinator

SALARY: \$64,999.82 - \$90,981.90 Annually

OPENING DATE: 06/15/17

CLOSING DATE: 07/16/17 11:59 PM

POSITION DESCRIPTION:

Copper Mountain Community College District (CMCCD) is looking for an experienced ACCESS Coordinator. The successful candidate will be a team player and understand the importance of student success. The candidate will participate in student services and campus-wide activities as appropriate. Program management, including student, budget, facilities and external relations is a critical element of the position. CMCCD's motto is "Take the Next Step" and if you are interested in "taking the next step" for your future, CMCCD encourages you to apply.

*Unofficial Transcripts, Resume and Cover Letter are REQUIRED or your application may not be considered.

DUTIES AND RESPONSIBILITIES:

- Develop and review program, including necessary changes to keep program current with District policy and state/federal mandates.
- Provide a professional program including academic, career and vocational counseling and planning, transcripts evaluation, student education plans and other related counseling duties.
- Coordinate planning, funding and implementation of assistive/adaptive technology for classroom and laboratory purposes. Work with teaching faculty and technology staff as necessary to coordinate equipment and services.
- Monitor students' progress and prescribe interventions, as needed for continued success.
- Participate in the hiring, training, supervision and evaluation of classified and student staff.
- Supervise learning disability assessment performed by qualified counseling faculty.
- Develop and maintain program budget, determine annual staffing and office productivity needs and plan expenditures accordingly, seek potential additional sources of funding.
- Meet state, county and/or federal-mandated requirements for enrollment and services, develop, maintain and modify strict document systems related to student applications, student eligibility for program services, student acceptance into the program, student utilization of programs, services, and continued eligibility for student enrollment and service provision.
- Counsel students directly, including special needs counseling.
- Communicate with teaching faculty about the programs.
- Develop, supervise and provide services to meet the needs of the students with disabilities. Determine eligibility for support services.
- Perform teaching duties as assigned.
- Stay connected with information and trends in ACCESS programs, continue to develop professional skills and knowledge.
- Work with community agencies to improve the educational success for students, particularly with financially and educationally disadvantaged populations.
- Regularly attend and participate in academic and staff meetings and activities.
- Monitor campus accessibility and bring issues to management.
- Work closely with faculty, staff, administrators and the community.

PROFESSIONAL DEVELOPMENT:

Continue to develop professional skills and knowledge as they relate to the discipline by attending professional conferences, seminars or meetings as necessary.

ADDITIONAL RESPONSIBILITIES:

- Provide the administration with assistance on the evaluation of student petitions and grievances.
- Regularly attend and participate in academic and staff meetings.
- Attend commencement ceremonies.
- Participate in advisory committee meetings when required.
- Participate as a peer evaluator of full-time and adjunct faculty as requested.
- Consult with management on personnel needs, assist with preparation of position descriptions and serve on screening/hiring committees as needed.
- May participate as faculty advisor to student organizations or clubs.
- Participate in the process of shared governance by contributing to the academic community through committee work on the department, college or district levels, or participate in other significant non-classroom college, district or community activities.
- Prepare and submit necessary forms in accordance with college procedures.
- Participate in articulation activities.
- Abide by District regulations concerning the proper use, care and security of equipment.
- Participate in on-going activities such as workshops, meetings and trainings to ensure a safe learning and working environment.
- Report absences to the appropriate supervisor' advise supervisor of the intended date of return.
- Provide the appropriate assistance to facilitate college activities.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

QUALIFICATIONS:

Standard are established in accordance with the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* as adopted by the California Community Colleges Board of Governors for the discipline.

Minimum Qualifications:

Demonstrated evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students;

- Master's Degree in rehabilitation counseling, **OR**
- Master's Degree in special education, and at least twenty-four 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** at least twelve 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: Counseling or guidance for students with disabilities **OR** 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 Qualifications: Demonstrated evidence of experience coordinating programs or services and supervision of employees.

SUPPLEMENTAL INFORMATION:

Physical Characteristics:

- Ability to read computer screens as well as handwritten and printed documents.
- Ability to obtain or replace files and records.
- Ability to communicate in person or by telephone.
- Ability to use a variety of office equipment and computer keyboards.

Equal Opportunity Statement

CMCCD is an Equal Opportunity Employer. It is the policy of Copper Mountain Community College to provide all persons with equal employment and educational opportunities without regard to race, ethnicity, national origin, gender, age, disability, medical condition, marital status, religion, or other similar factors as defined by law.