



Counselor, Disability Services and Programs for Students

Please apply at <https://jobs.sbcc.edu>

A message from Dr. Anthony E. Beebe, Superintendent/President, Santa Barbara City College –

Santa Barbara City College has created a unique academic culture, which has been recognized with numerous accolades and awards. This includes the 2013 Aspen Award for Community College Excellence in, among other things, increased levels of access and success for marginalized and low-income students.

I highlight to you the profound commitment the College has to academic excellence, diversity, equity, and inclusion among our faculty, staff, and students. As a community, we believe that diversity comes in many forms. We understand that individuals are multidimensional, shaped by the intersections of a variety of life experiences and factors. We recognize and challenge the inequities that stem from the complex world in which we live and embrace the many facets of people that make up our wonderful College.

Consequently, we seek College employees who will take responsibility for equitable outcomes and successful pathways for our students. We seek new staff and faculty to join our community and embrace our commitments.

December 21, 2017

Req. #: 12/17-R2

Application Deadline: Monday, February 5, 2018 @ 11:59 PM PST.

Essential Functions of Position:

Commencing Fall 2018, a full-time, tenure-track position will be available in the Department of Disability Services and Programs for Students. This position will work an additional 20 days beyond the regular 10-month faculty work schedule, paid at the contract daily rate. The counselor will provide disability related counseling to SBCC students, provide curriculum development and class instruction; facilitate the interactive process to identify functional limitations, fundamental requirements and reasonable accommodations; provide and document appropriate services; refer students to other appropriate campus and community services; provide disability awareness training for the campus and community; provide consultation to faculty and administration regarding access to facilities, technology, instructional programs, college information, and student services; provide expertise for college personnel in meeting the guidelines of federal and state disability laws; maintain liaison with appropriate community agencies; participate in the governance of the college via committee assignments; and participate fully in department responsibilities.

****Note: This position will work a distributed work schedule that begins on July 1, 2017-June 30, 2018. Schedule to be approved by department chair and Dean.***

Minimum Qualifications: Candidates must possess the minimum qualifications for the discipline as approved by the California Community Colleges Board of Governors and defined in the Minimum Qualifications for Faculty and Administrators in California Community Colleges handbook.

1. Master's degree in rehabilitation counseling, **OR**
2. Master's degree in counseling, guidance counseling, student personnel, clinical or counseling psychology, education counseling, social work, career development, marriage and family therapy, marriage, family and child counseling, or a Bachelor's degree in marriage and family therapy or in marriage, family and child counseling and possession of license as a Marriage and Family Therapist (MFT; and either fifteen or more semester units in upper division or graduate level course work specifically related to people with disabilities, or completion of six semester units, or the equivalent of a graduate-level counseling practicum or counseling field work courses, in a post-secondary Disabled Students Programs and Services (DSPS) Program or in a program dealing predominantly or exclusively with people with disabilities, or two years of full-time experience, or the equivalent, in one or more of the following;
 - (A) Counseling for students with disabilities; **OR**
 - (B) Counseling 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 the equivalent.
3. Combination of education and other accomplishments that is equivalent to the above. (If claiming equivalency, attach a separate statement that presents the basis for this claim and submit supporting evidence, e.g., transcripts, publications, and other work products.); **OR**
4. Possession of a lifetime California Community College Instructor Credential in the above discipline.
5. Evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, culture, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

If the title of your degree as stated on your transcripts does not exactly match one of the degree titles listed in the minimum qualifications, you must complete an equivalency statement and attach it in the "Equivalency field" under the documents needed to apply. Degree titles that are not an exact match will not be considered outside of the equivalency process.

Desirable Qualifications:

- Knowledge of American Sign Language.
- Experience as a counselor of students with disabilities in higher education.
- Experience as an instructor of students with disabilities in higher education.
- Experience in career counseling, career assessment, and career curriculum design and delivery.
- Knowledge of computer technology, assistive technology, and online instruction.
- Knowledge of the California Community College Learning Disabilities Assessment procedure.
- Experience working with students from diverse cultural, ethnic, socioeconomic, academic and disability backgrounds including intervention, retention, and success strategies.
- Experience in promoting student self-advocacy.
- Knowledge of and experience in using Student Learning Outcomes to promote student learning.

Salary & Personnel Benefits:

The current salary schedule range for an entering tenure-track faculty member is \$56,874-\$89,164, plus an earned doctoral bonus of \$2,843.70. Depending on the entry step, the faculty member advances one step each year and has the potential to reach the current maximum step of \$113,508, depending on the educational level attained. Starting salary is commensurate with academic preparation and full-time related, paid experience. In addition to salary, each full-time employee participates in a "cafeteria style" health and welfare benefits program.

Application Deadline/Screening: Completed online applications must be submitted by **Monday, February 5, 2018 @ 11:59 PM PST.**

Required Application Documents: (The following required documents must be submitted electronically via the online application system.)

1. Online District Application form @ <https://jobs.sbccc.edu>
2. Cover letter addressing the applicant's experience and the desirable qualifications listed in this announcement.
3. CV or Resume.
4. Copy of an unofficial college/university transcript, which verify minimum qualifications. Transcripts must show the degree title and the date the degree was conferred or the degree will not be considered for the purpose of determining if you meet minimum qualifications. If the qualifying degree has yet to be conferred and you expect to have the degree before you begin employment, you must submit transcripts that state the title of the degree you are working toward obtaining and indicate the anticipated completion date in your response to the associated supplemental question provided during the application process. Diplomas will not be accepted in lieu of transcripts. **An official copy of your transcripts will be required upon being hired.** Instructors will not be allowed to start working until official transcripts have been received.
5. If claiming equivalency, attach a separate statement in the “Documents Needed To Apply” section entitled “Equivalency” in the online application. The statement presents the basis for this claim and submit supporting evidence, e.g. transcripts, publications, other documents.
6. **Foreign Transcript:** Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from an official USA certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached to the online application. NOTE: If you have completed coursework at a foreign institution that is not recognized as accredited by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, you must include a full evaluation of the foreign transcript with your application materials if you wish for us to consider the coursework. To search for institutions that are recognized as accredited by CHEA or the U.S. Department of Education, visit <http://www.chea.org/search/search.asp> or <http://ope.ed.gov/accreditation/search.aspx>. For a list of recognized organizations providing transcript evaluation services, visit <http://www.naces.org/members.htm>.
7. **Please submit 2 letters of reference. These letters are required; you will be unable to complete the application process until you submit a completed application and 2 letters of reference. You will receive a confirmation number when you have successfully submitted a complete application packet of materials. Confidential letters cannot be accepted by the system.**
8. Within the online application, there is a required section to list three professional references; a maximum of six references may be submitted. These references will be contacted if you are selected as a finalist for the position. These references should be able to critically assess your work qualifications and job performance.

Additional Instructions:

If you experience technical difficulties attaching any of your documents electronically, please contact Human Resources for instructions. If you do not have a scanner, there are commercial facilities available to assist you with this process. All required documents must be submitted with your electronic application by the application deadline or your application will be considered incomplete and will not be considered.

Application Procedure:

To be considered for this position, a complete online application including all required application documents (listed above) must be submitted via <https://jobs.sbccc.edu> by the application deadline (please see

instructions to applicants). It is important that the online District Application form (Item #1) be complete and specific to fully indicate education, experience and other qualifications of the applicant. "See Resume" is not acceptable.

If you apply for more than one position, copies of all the required documents must be attached separately for each position. Applications and all documents submitted become the property of SBCC and are retained electronically.

Please Note: You will receive a confirmation number when your complete application has been successfully submitted online.

Selection Procedure:

The selection committee, who will recommend candidates for personal interviews at SBCC, will initially review online applications. A teaching demonstration and in-person interview will be required for selected applicants. After the initial interviews have been conducted, the committee will recommend the top candidates to the Superintendent/President for a final interview. The successful candidate's name will then be presented to the Board of Trustees for final approval and authorization to hire.

Please Note: Santa Barbara City College regrets that applicants cannot be reimbursed for expenses related to the application or interview process, including travel expenses.

Accommodation for Applicants with Disabilities:

If you are selected for an interview and need special services or facilities to participate in the interview, please contact Human Resources. Reasonable accommodation will be provided for applicants with disabilities who self-disclose.

General Requirements to be submitted Upon Offer of Employment:

- Satisfactory fingerprint report and a completed tuberculosis risk assessment.
- Documentation verifying identity and United States citizenship or authorization that you have the right to work in the United States permanently and do not now or in the future require sponsorship by Santa Barbara City College or other hiring institutions.
- Official transcripts conferring college degrees indicated on the employment application.

WORKING CONDITIONS OF EMPLOYMENT:

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENT:

Indoor and outdoor instructional classroom work environment
Subject to variable work hours
Driving a vehicle to conduct work
Constant interruptions

PHYSICAL DEMANDS: (with or without provision of reasonable accommodation)

Hearing and speaking to exchange information.
Ability to remain in a stationary position (sitting or standing) for an extended period of time.
Communicating and expressing oneself clearly on a variety of topics in conversations with, and presentations to, staff, students, and members of the community.
Reaching overhead, above the shoulders and horizontally.
Reaching, bending and stooping to retrieve materials.
Pushing, pulling assistive tools for transporting materials.
Regular operation of a computer keyboard, calculator, and other normal office equipment.
Reading a variety of complex materials.

Mobility as required on campus and between locations to monitor student activities.

***For all Full Time Faculty openings, deadlines, and link to online application, please visit our website at:
<https://jobs.sbccc.edu>***

***Santa Barbara City College,
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Interviews by Invitation Only***

SBCC is an equal opportunity employer committed to nondiscrimination on the basis of national origin, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, consistent with applicable federal and state laws. Reasonable accommodation will be provided for applicants with disabilities who self-disclose.