

Counselor
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=244744>

Downloaded On: Sep. 13, 2024 2:17pm

Posted Sep. 12, 2024, set to expire Oct. 9, 2024

Job Title	Counselor
Department	Student Services
Institution	San Diego Community College District San Diego, California
Date Posted	Sep. 12, 2024
Application Deadline	10/09/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Counseling Services Student Services
Apply Online Here	https://apptrkr.com/5630461
Apply By Email	
Job Description	

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Counselor

San Diego Community College District

Closing Date: 10/9/2024

Position Number: 00120002

Location: Continuing Education



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Position Type: Academic

The Position:

Posting Details (Default Section)

Closing Date: 10/09/2024

Open Until Filled: No

Classification Title: Counselor

Working Title: General Counselor

Location: Continuing Education

Pay Information

Class 1, Step C - Class 6, Step C (\$6,933.44 - \$8,849.03) per month based on the 2024 AFT - College Faculty Tenured-Tenure Track Monthly Salary Schedule. Initial salary placement for this Assistant Professor is commensurate with required education and related teaching experience as outlined in section A2.1 of the AFT Faculty Collective Bargaining Agreement and it is non-negotiable. The District offers a comprehensive fringe benefit package including employer paid medical, dental, vision plans, sick leave, and opportunities for professional development. This position is FLSA Exempt and may not accrue overtime. Benefits will be provided under the terms of the AFT-Guild, Local 1931 - Faculty Collective Bargaining Agreement. Annual Salaries will be recalculated for service less than a full academic year based on Education Code 87815, any required adjustment will be made within the first pay period. Travel reimbursement for interviewees traveling more than 200 miles, one-way, may be paid according to geographic location (see SDCCD Travel Stipend Policy, Rev 7/14/2011). Typically, Assistant Professors earn tenure after 4 years and promote to Associate Professor. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements and handbooks, and more information about terms and conditions of employment to include salary and benefits.

Position Equivalent FTE: 1.0 FTE

Job Duration: 11 months

Position Number: 00120002



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FLSA Status: Exempt (does not accrue overtime)

Bargaining Unit: AFT/College Faculty

Range: (na)

Position Type: Academic

Department: Student Services

The Position

San Diego College of Continuing Education is currently accepting applications for a Counselor position. In this role, the Counselor will provide academic, personal, and career counseling services while assisting students in designing their educational plans. The Counselor reports to the Dean of Counseling and Student Success. Primary responsibilities include providing academic, career, and personal counseling, along with other related student success services, to support students in achieving their academic, career, and personal goals.

San Diego College of Continuing Education, a leader in student access and success, seeks candidates who are committed to diversity, equity, and inclusion (DEI) and motivated by serving underrepresented students in the college community. We are a fast-growing and innovative college with a freshly adopted focus on DEI. As a Minority Serving Institution (MSI), SDCCE is committed to helping students access higher education and achieve success inside and outside the classroom.

Please note: The current vacancy exists at San Diego College of Continuing Education's Mid City campus, and applicants should understand that they may be assigned to any Continuing Education campus.

From San Diego College of Continuing Education President Dr. Tina M. King:

Established in 1914, San Diego College of Continuing Education (SDCCE) is among the oldest and largest noncredit institutions in the nation, serving approximately 20,000 students annually at seven campuses across the city of San Diego, at various community locations, and online. As the adult education arm of the San Diego Community College District, our students are among the most diverse in California-culturally, ethnically, and educationally-and our college is proud to be playing a preeminent role in alleviating poverty in our community.

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San Diego College of Continuing Education commits to student success and community enrichment by providing tuition-free, accessible, equitable, and innovative quality education and support services to diverse learners in pursuit of lifelong learning, training, career advancement, and pathways to for-credit colleges. Our programs are specialized to address essential areas of adult education and workforce development, including short-term career training in priority industry sectors; English as a Second Language; basic skills; an Emeritus program for those 55 years old or older; and Disability Support Programs and Services. The San Diego College of Continuing Education's career training programs alone contribute a quarter-billion dollars to the San Diego regional economy each year. San Diego College of Continuing Education was one of the first noncredit institutions in the U.S. to be separately accredited by the Western Association of Schools and Colleges (WASC), recognized for its impactful community presence, innovative programs, and commitment to transforming lives through accessible education and career pathways.

At San Diego College of Continuing Education, we are committed to the principles of equal employment opportunity and to hiring qualified applicants who are dedicated to student learning and success. Joining SDCCE means becoming part of a dynamic team that is deeply committed to providing accessible, high-quality education to a diverse community. **Candidates who believe that they can demonstrate this commitment are encouraged to apply.**

To learn more, please visit:

Mission Statement: <https://sdcce.edu/about/mission-statement> You Belong:

<https://sdcce.edu/organization/you-belong> President's Office:

<https://sdcce.edu/organization/president>

Major Responsibilities

1. Perform educational advising for students to assist them in determining appropriate educational goals and refer them to support services.
2. Provide academic, career, and personal counseling, along with other related student success services, to support students in achieving their academic, career, and personal goals.
3. Show experience or evidence of academic preparation in multiple measures of assessment, educational planning, advisement, retention, and completion.
4. Create educational plans for new and continuing students and follow up as needed.
5. Provide individual and group counseling workshops for a diverse student population.
6. Assist students in finding appropriate in-school resources and outside agencies to help resolve problems and crises that interfere with their functioning as students.

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7. Provide information and guidance to students on how to achieve their high school diploma and or high school equivalency certificate.
8. Provide guidance to CTE students and assist with their transition to post-secondary schools, and career paths.
9. Collaborate with instructional faculty to resolve student learning challenges.
10. Participate in the evaluation of institutional practices and programs as they affect students; plan and conduct relevant research in areas such as the academic skill levels of new students, reasons for student attrition, and follow-up data on student transfers.
11. Support the college's recruitment efforts, engagement, and retention activities.
12. Provide the community with information about SDCCE's educational opportunities and programs by visiting high schools and other community groups.
13. Serve on college committees and department workgroups.
14. Provide counseling services to students in special programs (DSPS, CalWORKs, Veterans, Foster Youth, etc.).
15. Utilize technology within a counseling environment.
16. Participate in campus-wide efforts to identify and remove barriers to the retention, completion, and transfer of all students, including low-income students, students with disabilities, first-generation college students, and other disproportionately impacted populations.
17. Perform related duties as assigned.

Qualifications

Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy or marriage, family and child counseling, OR

The equivalent.

(NOTE: A bachelor's degree in one of the listed degrees and a license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline.)

Desired Qualifications

- Cumulative 2 years of experience as an academic counselor or in a closely related field.
- Demonstrated commitment to serving our DEI student population.
- Knowledge of applicable sections of the California Education Code.
- Demonstrated knowledge and awareness of challenges in supporting low-income, culturally and linguistically diverse, and first-generation students.
- Demonstrated expertise in academic, career, and personal counseling, assessment, follow-up,

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and related student support services and programs.

- Demonstrated knowledge of high school graduation requirements.
- Training or experience that demonstrates the ability to successfully instruct and facilitate large group workshops.
- Experience in providing crisis intervention in a school setting.
- Demonstrated ability to effectively communicate both in writing and orally.
- Multilingual abilities desirable.

Equivalency: If you do not possess the exact degrees, or higher, listed above or if you anticipate receiving the required degree prior to the start of teaching classes, please complete a [Request for Equivalency Form](#) and attach it during the application process.

Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your online application.

Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

Working Conditions

Physical Requirements:

- Typically, sedentary in nature.
- Occasionally requires work off-site for special events such as commencement, scholarship awards, etc.
- Depending on needs, may be assigned to multiple campuses.

Environment:

- Favorable; usually involves working in an office.
- Work with a diverse population of students, staff, faculty, and administrators.

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Special Instructions to Applicants: To ensure **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not be reviewed). References to resumes or other uploaded documents within the online application will be considered an "incomplete" application; please enter "N/A" if any section does not apply.

1. Complete online application;
2. Complete responses to the Supplemental Questions;
3. Resume;
4. Cover Letter; AND,
5. Three (3) references included within the online application.
6. Equivalency Request (required if applicable).
7. Foreign Degree Evaluation (required if applicable).
8. License/Certificates/Credentials (if applicable).

Important: To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc). Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

- Application materials sent via mail, fax, or email will **not** be accepted.
- Note that correspondence, including interview invitations, will be sent to you via email.
- All inquiries, nominations and applications will be held in the strictest confidence.

Conditions of Employment: SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form;**
- Attend a new hire processing appointment in People, Culture, and Technology Services located

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- at the District Administrative Offices; AND,
- Employed on an initial contract of one (1) year that is eligible for renewal annually for up to a subsequent one-year period.

EMPLOYMENT AFTER RETIREMENT

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information.

Additional Information: Please note that an employee may be transferred to any site at the option of the Chancellor.

EMPLOYEE BENEFITS

SDCCD provides a comprehensive fringe benefit package for its full-time academic employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the State Teachers' Retirement System (STRS) upon appointment.

Posting Number: AC01080 Indicate budget number(s)

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career paths.

9. Collaborate with instructional faculty to resolve student learning challenges.
10. Participate in the evaluation of institutional practices and programs as they affect students; plan and conduct relevant research in areas such as the academic skill levels of new students, reasons for student attrition, and follow-up data on student transfers.
11. Support the college's recruitment efforts, engagement, and retention activities.
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13. Serve on college committees and department workgroups.
14. Provide counseling services to students in special programs (DSPPS, CalWORKs, Veterans, Foster Youth, etc.).
15. Utilize technology within a counseling environment.
16. Participate in campus-wide efforts to identify and remove barriers to the retention, completion, and transfer of all students, including low-income students, students with disabilities, first-generation college students, and other disproportionately impacted populations.
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Qualifications:

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- Demonstrated knowledge and awareness of challenges in supporting low-income, culturally and linguistically diverse, and first-generation students.
- Demonstrated expertise in academic, career, and personal counseling, assessment, follow-up, and related student support services and programs.
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Licenses:

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To apply, visit: <https://www.sdccdjobs.com>

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Contact Information

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

Contact

Student Services

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