

PT Counselor  
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=252267>

Downloaded On: Jan. 30, 2025 1:28pm

Posted Jan. 28, 2025, set to expire Feb. 24, 2025

<b>Job Title</b>	PT Counselor
<b>Department</b>	Staff
<b>Institution</b>	Cerritos College Norwalk, California
<b>Date Posted</b>	Jan. 28, 2025
<b>Application Deadline</b>	02/24/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff Part-Time/Temporary Staff
<b>Academic Field(s)</b>	Counseling Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5955775">https://apptrkr.com/5955775</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**PT Counselor**

**Salary:** \$67.44 - \$85.79 Hourly

**Job Type:** Part Time

**Job Number:** PT COUN-25

**Closing:** 2/24/2025 11:59 PM Pacific

**Location:** Norwalk, CA

**Department:** PT COUN-25

**Division:**

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Counseling

## Description

### Equity and Diversity

**The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.**

### Closing Date:

**This position will close on February 24, 2025 at 11:59 PM (or when 150 applications are received, whichever occurs sooner).**

### College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>.

### Department Profile

The Cerritos College Counseling Department mission is to honor and empower students. We believe that every student matters and that each has great value and potential. Our work is to advocate and build equitable avenues for belonging, discovery, growth, and accomplishment of educational and career goals. By guiding and supporting students as they navigate their educational journeys, we validate their capacity and power for building their future.

Academic, career, and personal counseling to a diverse community college student population

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- Assisting students with the exploration of majors and careers, and developing education plans appropriate to their goals.
- Development, coordination, and facilitation of workshops including those for orientation, probation students, and specific majors.
- Assisting students experiencing academic difficulties, including students on academic and/or progress probation.
- Teaching a variety of courses across the Counseling curriculum, which may include traditional, learning community, and online formats.
- Assistance with myriad efforts in support of meeting requirements of the Student Success and Support Program.

**Job Duties**

ALL FACULTY SHALL:

- Maintain currency with current information, concepts, laws and ideas in their disciplines and with best practices in teaching and learning.
- Check mailbox, voicemail, and e-mail regularly.
- Complete the checkout form before leaving campus at the end of the academic term.
- Maintain student confidentiality as required by regulation and Board Policy 5040 titled Student Records and Directory Information.

ALL FACULTY WHO ARE ASSIGNED CLASSES SHALL:

- Teach all assigned classes unless excused under provisions of Board Policy.
- Teach all assigned classes for all scheduled minutes. In cases of necessary absence from class, notify the Instructional Dean or designee, or if unavailable, the Office of Academic Affairs in advance and have plans prepared so that a substitute, if assigned, can maintain continuity of course content.
- Teach courses in accordance with the course outlines of record.
- Provide opportunities for students to be aware of their progress.
- Submit a copy of the syllabus for each class to the Division Office.

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- Keep accurate records of student enrollment, attendance, and academic progress and submit them to appropriate offices by the published deadlines.
- Submit end-of-session grades, including supporting documentation, and attendance reports by the published deadlines.
- Submit required information about first-day, no-show students by the published deadlines.
- Submit textbook order information by the published deadlines. If the textbook is electronic or includes an electronic course pack, these conditions must be met:
  1. Tests and exams must be available to the student without charge.
  2. The text and course pack must be available to students with disabilities.
  3. The publisher must grant read-only access to designated college staff for purposes of evaluation of course materials.
  4. The text must be downloadable or printable.If these four conditions are not met, the electronic textbook cannot be used.
- Meet all classes during the final examination period.
- Give final examinations at the scheduled time unless approval to do otherwise is granted by the Office of Academic Affairs or its designee.
- Keep all corrected final examination papers for at least one year following the close of the semester or summer term.
- Maintain a safe learning environment in classrooms, laboratories, and other instructional spaces.
- Allow the instructional manager and/or Instructional Dean, upon request, to review any assignments given during the semester.

### **Minimum 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; AND a minimum of six months of counseling experience in an educational setting to represent a minimum of 450 hours which may include paid or unpaid field work.

Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic background of the student, community, and employee population.

### **Preferred Qualifications**

- Demonstrate experience working with students from a broad range of cultural heritages, genders,

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- socio-economic backgrounds, abilities and orientations
- Knowledge of issues related to college student development
- Knowledge of and commitment to the mission, philosophy and objectives of the California community colleges
- Experience with Guided Pathways model- including but not limited to working with metamajor, specialized counseling etc.
- Knowledge and experience working with students from the CTE, Adult Ed, and Dual Enrollment areas
- Experience with group counseling or other group facilitation techniques
- Teaching experience, particularly with student success and career development courses in a higher education setting
- Experience in serving the diverse population of the community
- Ability to utilize the Internet, email, and other applicable soft-ware and technology
- Experience with special populations including first generation, undeclared students, disabled students, veterans, and reentry students
- Experience with Student Success and Support Program functions including facilitating orientations, education planning, and providing follow-up services

### **Supplemental Information**

#### **Physical Demands**

Physical requirements may be met with or without reasonable accommodations. Requires ambulatory ability to move to various office and classroom-type locations. Ability to operate classroom equipment, including computer, and provide instruction and make presentations. Ability to communicate effectively with individuals or groups to carry on complex or routine conversations. Requires the ability to lift, push, and pull objects of medium weight (less than 30 lbs.) on an occasional basis.

#### **Conditions of Employment**

Assignments are contingent upon sufficient funding and enrollment.

Assignments may include day, evening, and/or weekend classes.

Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, produce an original social security card, and submit negative TB test results (must be

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within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

These positions are grant funded and will only be available for the duration of the grant.

***Candidates must be able to provide proof of California residency prior to employment.***

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

Board Policy 2905 will require mandatory COVID-19 vaccinations as a condition of employment. The District requires all employees to submit proof of full vaccination against COVID-19, as defined by the CDC. Full policy details can be found on the website; [Cerritos College - Chapter 2 - Board of Trustees](#). Employees may submit requests for medical or religious exemptions to the vaccine mandate for consideration. Details are available on the District's [COVID-19 webpage](#)

**\*\* Please note - the District does not provide for immigration sponsorships such as H1B Visas.**

### **Application Procedure**

Application materials must be submitted by the closing date.

Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

A foreign transcript must be evaluated by a NACES certified agency. The web address is [www.naces.org](http://www.naces.org).

All qualifying educational degrees/training must be from regionally accredited colleges and/or universities.

### **Selection Procedure**

Application materials will be evaluated by a selection committee to determine which applicants' qualifications, based on the information in the job announcement, best suit the needs of the District and the Department. The selection committee will conduct interviews and may include a teaching demonstration in order to determine which applicants best demonstrate the skill and knowledge

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required for the position. This position is for part time counseling pool. Successful candidates will be placed on an eligibility list for employment and will be contacted for employment opportunities based on the District's needs.

### **Required Documents**

1. Cover Letter
2. Resume/CV
3. Transcript 1 (Must show all coursework completed and conferral date of the degree)

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4801858/pt-counselor>

*The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or 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. .*

### **Contact Information**

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

### **Contact**

Staff  
Cerritos College