THE POSITION
COUNSELOR, DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)
Job #SCF973
This is a tenure-track position, 100% contract.

STARTING DATE
July 1, 2007

MAJOR DUTIES AND RESPONSIBILITIES
Duties and responsibilities as presented are intended to be representative and not restrictive. The District reserves the right to modify the assignment and allocation of duties.

Administer and interpret intelligence and achievement tests to determine students’ eligibility for disability services.

Counsel students with disabilities regarding vocational and educational goals, independent living objectives, and personal life management.

Meet with current students annually to assure progress on educational plan and prepare for transition.

Meet with students in regard to behavior plans, personal issues, and refer to other agencies as needed.

Develop and maintain liaison with community resources, other SCE programs, campus resources and local school staff regarding services available to students with disabilities.

Counsel students regarding career choices, goal setting and decision making.

Use technology to manage Student Educational Plans, course placements and access to student information.

Maintain positive professional relationships with other faculty and staff.

Conduct outreach activities; develop and produce informational publications.

Work cooperatively to develop and expand the school to work transition program.

Participate in curriculum development and serve on division, college and district committees as necessary to maintain and improve the instructional program; participate in appropriate professional development activities.

Maintain formal office and campus hours; participate in department and division meetings.

Teach scheduled classes and perform related duties as assigned, including timely compliance with clerical and administrative responsibilities; comply with district, college and division policies in the performance of duties.

Instruct and assist in the growth and success of a diverse population of students through careful preparation of course materials, effective teaching methodologies and informed critical feedback on assignments and discussions.

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Evening and/or Saturday assignments may be required as part of the regular contract.

MINIMUM QUALIFICATIONS
Master’s Degree in rehabilitation counseling; OR

Master’s Degree in special education, and twenty-four 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 either (a) or (b):
(a) At least twelve or more semester units in upper division or graduate level course work specifically in counseling or rehabilitation of individuals with disabilities; OR

(b) Two years of full-time experience in counseling or guidance for students with disabilities; AND/OR counseling 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; OR

Possess a valid California teaching credential authorizing service in a community college in the appropriate subject matter; OR

The equivalent: Equivalent qualifications may include related education, training, employment and professional experience that would be equal to the required degree(s) and experience in this field as determined by the District Equivalency Committee.

All degrees and course work used to satisfy the required minimum qualifications must be from accredited postsecondary institutions (see www.nocccd.edu/employment regarding accredited postsecondary institutions). The award of all degrees must be verifiable on a legible transcript.

DESIRABLE QUALIFICATIONS
Demonstrated knowledge and competency in working with students with disabilities, including developmentally delayed, learning disabled, hearing impaired, psychologically disabled, mobility impaired, acquired brain injured, visually impaired, speech and language impaired and other health impaired.

Training and experience in administering and scoring achievement and intelligence tests including Standard Progressive Matrices and WRAT3.

Knowledge of Title 5 Regulations including Implementing Guidelines.

Demonstrated commitment to professional growth.

Demonstrated knowledge and experience in the uses of computer technology.

Experience with learning communities and student cohorts focused on academic transitions.

SALARY
The initial salary placement range is $55,961 to $84,723 depending on education and experience. Excellent fringe benefits, including medical insurance.

Initial salary placement will be determined by the Office of Human Resources in accordance with the faculty collective bargaining agreement and is not negotiable.

APPLICATION PROCEDURE
Reference Job #SCF973 in all correspondence. Download DISTRICT ACADEMIC APPLICATION from our website at www.nocccd.edu, or request application by e-mailing hr nocccd.edu, or calling (714) 808-4810. All application materials must be submitted with the DISTRICT ACADEMIC APPLICATION as a complete package.

A complete application package MUST include the following:
1. Completed DISTRICT ACADEMIC APPLICATION.
2. Letter of interest which demonstrates written communication skills and addresses the qualifications relevant to the position.
3. Resume describing educational background, work experience and teaching experience.
4. Undergraduate AND graduate college transcripts (may be unofficial). Evaluations of foreign degrees and/or course work are required. See www.nocccd.edu/employment for information regarding evaluation of foreign degrees.

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5. Copy of relevant California Community College Credential (if applicable).
6. SEPARATE list of 3 references, including current addresses and telephone numbers of both colleagues and current supervisor(s).

Incomplete application packages and/or applications without signatures will not be considered. All submitted materials become the property of the North Orange County Community College District and will be considered for this position only. The District will not return or make photocopies of application materials.

Applicant bears the sole responsibility for ensuring that the application package is complete when submitted. Loose materials submitted independently of the application package will not be accepted.

Submit application package to:
North Orange County Community College District
1830 W. Romneya Drive, 9th Floor - HR
Anaheim, CA 92801-1819

DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 p.m., May 7, 2007. (Postmarks will not be honored.) Application packages received after the closing deadline will not be accepted. The District does NOT accept application materials by FAX or e-mail.

SELECTION PROCESS
The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. This process will take several weeks. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. At the time of the interview, a teaching demonstration and a written exercise related to the assignment may be required. Possession of the minimum qualifications does not ensure an interview.

Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Candidate selected for employment will be required to provide the following: official transcripts and verification of experience prior to the first duty day; identification and eligibility for employment within three (3) days of employment, pursuant to the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute.

For further information about the position, contact
Dean, SCE Instruction/Student Services
Tom Parisi - (714) 484-7100

SCHOOL OF CONTINUING EDUCATION
The School of Continuing Education (SCE) is in its seventy-sixth year of service to the community, offering educational programs at four Continuing Education Centers located in the cities of Anaheim, Yorba Linda, Fullerton and Cypress, as well as over one hundred-fifty other sites throughout the region including community centers, public schools and senior citizen centers. The four Continuing Education Centers include conventional and electronic classrooms and laboratory facilities for such programs as computer technology, culinary arts, health/medical careers, electronics, parenting, fashion technology and language arts.

The major programs offered by the School of Continuing Education are English as a Second Language, Older Adults, Business Skills/Computer Technology, Basic Skills, Adult High School Diploma, Career Technical Education Studies, Disabled Student Programs and Services and Home Economics. Non-Credit Matriculation Services including counseling, orientation, assessment and career planning are provided to several thousand SCE students annually. The School also includes the Training and Development Institute, which provides workforce development training programs and consulting services.

The School of Continuing Education serves a diverse student population, enrolling in excess of 65,000 students annually. The School has a full-time staff which includes 22 faculty, 11 academic managers, 11 classified managers, 1 confidential employee, and 82 classified personnel. In addition, the School employs in excess of 550 adjunct faculty.

The School of Continuing Education is part of the North Orange County Community College District, which includes Cypress College and Fullerton College. The District encompasses an area of approximately 155 square miles that includes Anaheim, Brea, Buena Park, Cypress, Fullerton, La Habra, La Palma, Los Alamitos, Placentia, Rossmoor, Yorba Linda, and portions of the following cities: Garden Grove, La Habra Heights, La Mirada, Orange, Seal Beach, Stanton, Whittier, and unincorporated territory in both Los Angeles and Orange counties.

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The School of Continuing Education can be found on the web at www.sce.cc.ca.us.

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The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault treatment and counseling, and maintenance of a drug-free environment is available online at www.nocccd.edu.