will be considered an incomplete application. All mandatory supplemental forms must be completed and returned with the application.

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. Materials submitted independently of the application package will not be accepted.

Submit application package to:
North Orange County Community College District
Human Resources
1830 W. Romneya Dr.
Anaheim, CA 92801

DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 pm, February 8, 2011. 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 email.

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. At the time of the interview a teaching presentation and/or a written exercise related to the assignment may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. 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. The candidate selected for employment will be required to provide the following: official transcripts and/or a written exercise related to the assignment as required by the District. All submitted materials become the property of the North Orange County Community College District. The application fee is non-refundable except for the following reasons: applicants who are not selected for final consideration, who withdraw their applications before the closing date for receipts, who are required to attend a second interview, who are required to submit additional documentation requested by the District, and who withdraw their applications before the announced deadline.

CYPRESS COLLEGE: “Minds. Motivated.”
Cypress College has motivated the minds of students since 1966. For nearly a half-million people – including actors, athletes, doctors, executives, mechanics, nurses and teachers – Cypress College has been a springboard to their dreams. For some, Cypress College is the ticket into their university of choice and for others it provides essential training for a rewarding career. Just one Cypress College class or degree can lead to a promotion or a new job. Cypress College – Minds. Motivated.

Cypress College’s 16,500 students and the highly qualified teaching faculty are proud of the many excellent academic and vocational programs. Cypress College offers 58 university-transfer majors, 141 career-certificate programs, and degrees in 51 areas of study. Dr. Michael J. Kasler is the president.

Cypress College can be found on the web at www.cypresscollege.edu.

NOCCCD: “Greatness. Achieved.”
The mission of the North Orange County Community College District is to serve and enrich our communities and inspire lifelong learning by providing education that is exemplary, relevant, and accessible.

Two of the state’s premiere colleges and most extensive continuing education program combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 70,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. College students are able to shape their futures in programs leading to associate degrees, vocational certificates, and transfer opportunities. Life-long learning also is possible in continuing education programs that range from high school completion and basic skills mastery through an array of vocational training and self-development courses. The NOCCCD campuses serve an area of over one million diverse people – each pursuing their own, unique ambitions. The NOCCCD – Greatness. Achieved.

The District is governed by a seven-member Board of Trustees, elected at large by registered voters residing in the District. The Chancellor is Dr. Ned Doffoney. The total District budget for 2009-10 was $200 million.

Cypress College and Fullerton College offer associate degrees, vocational certificates, and transfer education as well as developmental instruction and a broad array of specialized training.

The School of Continuing Education offers a variety of academic, training, and enrichment opportunities, including: high school completion, basic skills mastery, vocational certificates, and self-development courses.

For further information about the position contact:
Paul de Dios – Dean, Counseling
(714) 484-7335

www.cypresscollege.edu
THE POSITION
COUNSELOR - CAREER
Job #CCF941
Tenure-track position, 100% contract.

STARTING DATE
July 1, 2011

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 in accordance with operational needs.

- Apply career development philosophy and theory to provide comprehensive career counseling and services in a community college setting.
- Administer and interpret reliable and valid career assessment instruments (i.e., MBTI, SII, SDS) in individual and group formats.
- Counsel students regarding career development, goal clarification, employment preparation and readiness with the knowledge of the history, philosophy, and trends in career counseling.
- Teach career and student development courses and provide presentations to a diverse student population to assist students in making meaningful connections between career choices and academic majors.
- Participate in curriculum development and serve on division, college and district committees as necessary to maintain and improve instructional program; participate in appropriate professional development activities.
- Maintain formal office and campus hours; participate in department and division meetings.
- Work cooperatively with staff and students.

Maintain current knowledge of instructional methods and new technologies pertinent to areas of assignment; learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner.

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 disabilities and diverse academic, socioeconomic, cultural and ethnic background of students.

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

MINIMUM QUALIFICATIONS

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

Program leading to a degree in counseling approved by the District Accrediting Agency.

License as a California Marriage and Family Therapist (MFT) is an alternative qualification for this discipline, pursuant to title 5, section 53410.1.

Possess a valid California teaching credential authorizing service in a community college in the appropriate subject matter area.

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.

- The initial salary placement range is $61,076 – $92,467 depending on applicable education and experience. Initial salary placement will be determined by the District Office of Human Resources in accordance with the faculty collective bargaining agreement and is not negotiable.

- The award of all degrees must be verifiable on a legible transcript. Evaluations of foreign degrees and course work are required. See www.nocccd.edu/Employment for information regarding evaluation of foreign degrees.

- Incomplete application packages and/or applications without signatures will not be considered. Failure to sign and to complete all fields in the General Information section of the application