APPLICATION PROCEDURE

Reference Job #CCF840 in all correspondence. Complete the online District Academic Application on our website at http://www.cypresscollege.edu. Applicants MUST submit their District Application online. A printed copy of the application and all other materials MUST be submitted to the Office of Human Resources by the closing date.

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, teaching experience and work experience.
4. All undergraduate AND graduate college transcripts (may be unofficial). 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.
5. Copy of relevant California Community College Credential (if applicable).

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 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.

Application packages received after the closing deadline will not be accepted. The District does NOT accept application materials by fax or email.

SELECTIVE PROCESS

The Hiring Committee will 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 to meet the minimum qualifications DOES NOT ensure an interview.

Reasonable accommodations for applicants with disabilities may be requested by calling (714) 560-4521 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 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. NOCCCD will not sponsor any visa applications.

CYPRESS COLLEGE – “Minds. Motivated.”

Cypress College has motivated the minds of students since 1958. For nearly half a million people—the names of 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 is often all it takes to provide cutting-edge skills that lead to a promotion or a new job. Cypress College – Minds. Motivated.

Cypress College’s 16,000 students and the highly qualified teaching faculty are proud of the many excellent academic and career technical education programs. Cypress College offers 50 university-transfer majors, 138 career-certificate programs, and degrees in 61 areas of study. Dr. Robert Simpson 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 diverse community by providing a comprehensive program of educational opportunities that are accessible, academically excellent, and committed to student success and lifelong learning.

Two of the state’s premiere colleges and one of its most extensive continuing education programs combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 64,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. Our college students are able to shape their futures in programs leading to associate degrees, vocational certificates, and transfer opportunities. Lifelong learning also is possible in our 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 by trustee area, by registered voters residing in the District. The Chancellor is Dr. Ned Dofflemyer. The total District budget for 2014-15 was $204 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.

DEADLINE FOR APPLICATIONS

Application must be received by 5:00 pm, February 25, 2015. Postmarks will not be honored.
THE POSITION

COUNSELOR – DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)
JOB #CCF840
Tenure-track position, 100% contract

STARTING DATE
July 1, 2015

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.

Provide specialized academic counseling services including disability management, career, and personal counseling to students with disabilities.

Teach selected counseling and personal development-related courses for students with disabilities as part of workload.

Instruct and assist in the growth and success of a diverse population of students through careful preparation of course materials and the utilization of effective teaching methodologies and counseling techniques.

Serve as an advocate for students with disabilities while maintaining effective relationships with faculty, staff, and administration.

Assist students to understand educational options, clarify educational goals engage in educational and career planning, and participate in the development of Student Educational Plans (SEP’s) and course selection for students with disabilities.

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.

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Provide information on college major and certificate programs as they relate to educational and career development.

Participate in the development and facilitation of DSPS workshops, orientations, and other programs for students with disabilities.

Participate in additional faculty responsibilities, including college decision-making activities related to professional and academic matters. The activities will occur both within the department as well as in the larger College setting.

Maintain confidential records; accurately record information needed to complete mandated reports.

Assist in carrying out the College Student Success and Support Services Plan.

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

Participate in the formulation of Student Learning Outcomes (SLOs) and the Student Learning Outcomes assessment cycle.

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

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.

Work cooperatively with staff and students.

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

MINIMUM QUALIFICATIONS

Master’s in rehabilitation counseling; OR
Master’s in special education, and twenty-four (24) or more semester units in upper division or graduate level course work in counseling, guidance, student personnel, psychology, or social work; OR
Master’s in counseling, guidance, student personnel, psychology, career development, or social welfare; and either twelve (12) or more semester units in upper division or graduate level course work specifically in counseling or rehabilitation of individuals with disabilities, or two (2) years of full-time experience, or the equivalent, in one or more of the following:

Counseling or guidance for students with disabilities; OR
Counseling and/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 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.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

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).

DESIABLE QUALIFICATIONS

Knowledge and experience counseling a broad range of students with disabilities including, but not limited to, Veterans with disabilities, Deaf and hard of hearing, students with Autism Spectrum Disorders, psychological disabilities, learning disabilities, students with physical disabilities, and brain injuries.

Knowledge of federal and state laws mandates affecting persons with disabilities.

Demonstrated ability to establish and maintain positive and effective working relationships with on-campus groups (including students, faculty, administrators, and staff), as well as off-campus community and education partners.

Effective oral and written communication skills.

SALARY

The initial salary placement range is $62,602 - $94,779 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.

BENEFITS

The District is a participating agency in the CalPERS Hospital and Medical Care plan which allows eligible employees to select from several plans for their hospital and medical care. The District pays the full cost of the employee-only health insurance premium for the plan selected by the employee. In addition, the District provides a discretionary fringe benefit allowance that may be allocated toward the premium cost of eligible dependent health insurance, dental insurance, vision insurance, life insurance, accident insurance, income protection insurance, and available investment options.