
Founded in 1913, Fullerton College is the oldest community college in continuous operation in California. As one of five institutions of higher learning in the city of Fullerton, the college is an integral part of a complex higher education system.

The 83-acre campus features instructional buildings that include conventional classrooms as well as laboratory facilities for science, art, computer technology, photography, automotive services, physical education and other specialized programs. A full complement of athletic fields and facilities surrounds the campus. Dr. Rajen Vurdien is the President.

Fullerton College offers its students a comprehensive academic experience, in a real college setting. We are committed to quality education in all areas of study, ranging from transfer-level courses to career certificate programs. These programs, coupled with our full complement of student support services and excellent faculty virtually ensure student success. Fullerton College – Excellence. Elevated.

Fullerton College can be found on the web at www.fullcoll.edu.

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 and counseling and maintenance of a drug-free environment is available online at www.nocccd.edu.
THE POSITION

COUNSELOR
Job #: CF940
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 student development philosophy and theory to provide comprehensive counseling services to community college students from diverse backgrounds regarding degree, certificate, transfer and vocational education program planning; career planning, career decisions, goal clarification and personal life management.

Counsel students regarding choice of transfer institutions and necessary requirements for programs at other colleges.

Provide leadership in areas of student intervention strategies, working with the general student population and student athletes.

Teach student development courses including, but not limited to, college orientation, academic success, freshman year experience, career planning and educational planning, and provide college orientations.

Manage electronic student educational plans, course placements, access to student information systems and access to internet for academic and career planning.

Maintain active participation in a statewide organization as appropriate.

Plan, coordinate, and present student workshops and orientations.

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.

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 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. OR

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

Valid California teaching credential authorizing service in a community college in the appropriate subject matter area; 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 the 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).

DESIRABLE QUALIFICATIONS

Experience applying transfer rules to student athletes under the National Collegiate Athletic Association (NCAA) guidelines.

Experience developing student educational plans following Commission on Athletic (COA) guidelines.

Experience with providing classroom instruction using computers and/or advanced technology.

Experience in outreach and work with local communities, students and staff.

Bilingual experience.

Experience with early intervention programs and services such as Student Athletes, Umoja and Puente.

Experience with and commitment to working with culturally and ethnically diverse groups.

Effective oral and written communication skills.

Valid California teaching credential authorizing service in a community college in the appropriate subject matter area; OR

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SALARY

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 DISTRICT

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.

APPLICATION PROCEDURE

Reference Job #: CF940 in all correspondence. Download the District Academic Application on our website at http://www.nocccd.edu or email requests to hr@nocccd.edu or contact the Human Resources Office at (650) 858-4810. 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, teaching experience and work experience.
4. 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 College District.

BENEFITS

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