THE POSITION
COUNSELOR/VOCATIONAL
Job #SCF974

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.

Apply student development philosophy and theory to provide counseling services to adult/continuing education students from diverse backgrounds regarding academic and vocational education planning, career decision making, goals clarification, and personal life management.

Develop and present educational planning workshops, provide orientation for new students.

Maintain positive professional relationships with faculty in instructional division(s) as assigned.

Coordinate with college credit counselors for articulation and matriculation of noncredit students to credit programs and courses.

Interpret assessment instruments as basis for formulating student’s educational plan.

Travel to designated SCE campuses as needed to serve students enrolled in vocational programs and courses.

Conduct outreach activities. Assist with program employment activities such as job fairs, workshops on resume development, interview preparation.

Assist with graduation check process utilizing automated systems; help with follow-up services and tracking student employment data.

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 counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development; OR

A California license as a Marriage and Family Therapist; 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

Bilingual ability in Spanish, Korean, or Vietnamese.

Demonstrated knowledge and competency in theory and principles of counseling, career/vocational counseling, assessment, educational psychology and learning theory.

Presentation and/or teaching experience and abilities.

Demonstrated experience with outreach, recruiting ability to work effectively with community agencies, schools, government entities. Knowledge of community resources.

Experience working with English-as-a-Second Language and/or vocational student populations; experience working with noncredit or continuing education student groups.

Experience with program coordination; skills to include attention to detail and organizational ability.

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

Effective oral and written communication skills.

SALARY

The initial salary placement range is $55,961 to $84,723 depending on education and experience. Excellent fringe benefits, including medical insurance. The 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 #SCF974 in all correspondence. Request DISTRICT ACADEMIC APPLICATION from the Human Resources Office by e-mailing requests to hr@nocccd.edu, visiting our website at www.nocccd.edu to download an application, 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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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 14, 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
Manager, Matriculation
Anna Garza
(714) 808-4687

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.

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

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.