

SAN JOAQUIN DELTA COMMUNITY DISTRICT

Counselor Associate Professor

DESCRIPTION

Under the general supervision of the Dean of Counseling and Special Services, to provide assistance to students in program and career planning and academic counseling; to provide counseling concerning the student's social and personal adjustment to college.

DUTIES AND RESPONSIBILITIES

1. Conduct organized group guidance classes in college orientation, educational requirements, and career planning.
2. Schedule a minimum of 35 hours per week for full-time assignment on campus as defined in the master contract.
3. Keep current with new developments and knowledge in appropriate fields of competency.
4. Be familiar with and act in accordance with the Education Code and Board of Trustees Policies and Procedures.
5. Assist the Dean with service area high school liaison; provide information and orientation to students.
6. Maintain liaison and cooperative working relationships with instructional divisions.
7. Interpret student information to students, to instructors, and to others who are professionally concerned.
8. Identify and assist students with special abilities and needs.
9. Assist students in making appropriate choices of college courses and programs.
10. Assist students in making the transition from high school to college, from college to college, or from college to employment.
11. In guidance classes, counselors should maintain necessary records of student enrollment, attendance, progress and grades; and prepare and submit required reports to the administration.
12. Maintain control of equipment, materials, and supplies as assigned.
13. Assist students in goal setting, career planning, and decision making.

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14. Report to the Dean any condition which might jeopardize the health or safety of students or the public.
15. Contribute to the community involvement of Delta College by participation in one or more of the following types of activities:
 - a. Delta Speaker's Bureau
 - b. Student organization advisor
 - c. College standing committee
 - d. Academic Senate
 - e. Faculty advisor
 - f. Advisory committee
 - g. Community agency board
 - h. Service club
 - i. Officer in professional organization
16. Perform such other duties as assigned.

DESIRABLE QUALIFICATIONS

Ability to:

- Prepare and present information and material in a classroom instructional situation and provide assistance to students which are relevant to the student's welfare through counseling, advisement, and other guidance techniques.
- Demonstrated ability and background in providing mental health counseling, preferably within an educational environment.
- Expertise in the use of computers for teaching and management of online course information. Familiarity and ability to teach in a distance learning environment.
- Ability to teach in a technologically rich environment.
- Ability to teach in a large lecture format.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Knowledge of:

- Exemplary guidance and counseling practices.
- Extended Opportunity Program and Services.
- Teaching-learning process with special knowledge about individualizing the instructional programs.

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- Financial Aid Programs.
- Work experience, cooperative education and college work study laws, rules, and regulations.
- Labor market and career opportunities pertaining to students.
- Interview procedures, job applications, forms, and preparation of resumes.
- The career life planning guidance process.
- Vocational education

Education and Experience:

- Possess a Master's degree from an accredited institution, with emphasis in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development **or** the equivalent.

Approved: 6/91
Revised 01/12