

BARSTOW COMMUNITY COLLEGE DISTRICT

JOB DESCRIPTION

POSITION: COUNSELOR

ASSIGNMENT:

Under the direction of the Vice President of Academic and Student Success, provide counseling, career guidance and advisement services for students to help them determine their educational, vocational and personal objectives. Help students to identify, mitigate and/or remove whatever factors exist as impediments to possible success in the areas of academic, vocational and/or personal achievements.

REPRESENTATIVE DUTIES:

Provide academic, career and social counseling to a diverse community college student population.

Participate in registration, student orientation sessions, classroom presentations, assessment interpretations, outreach activities.

Assist students with the development and updating of an educational plan.

Provide counseling services to target populations to include student athletes and academically challenged students.

Teach extended orientation classes as needed.

Participate in all full-time faculty responsibilities including faculty and staff development meetings and committee assignments.

Perform other work related duties as assigned.

MINIMUM QUALIFICATIONS:

A California Community College Credential in Counseling; **OR** a General Pupil Personnel Credential valid to grade 14; **OR** an earned Master's or Doctoral degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development; **OR** a California License in Marriage, Family and Child Counseling (LMFCC); **OR** the equivalent.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Understanding of the principles, objectives, and philosophy of counseling, career guidance, and student support services in relation to the total college program.

Demonstrated empathy with the community college student clientele and an ability to relate to the full range of the students' aspirations, abilities, and educational backgrounds.

Demonstrated sensitivity to and an understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of community college students.

Ability to apply theories of personality organization and development within the framework of the college educational setting.

Use of microcomputer and related software programs.

WORKING CONDITIONS:

Environment:

Office environment; subject to interruptions.

Physical abilities:

Dexterity of hands and fingers to operate computer terminal; speaking and hearing to exchange information; sitting for extended periods of time.

CONDITIONS OF EMPLOYMENT:

Full-time, ten-month contract plus 18 days beyond the length of the academic year at the option of the District. Placement on the Certificated Salary Schedule commensurate with education and experience plus 10% for the 18 extra days. Requires 40 hours per week of direct service day and/or night hours as assigned, plus other full-time staff responsibilities such as committee assignments, liaison assignments and other assignments as determined by contractual agreement and/or the Vice President of Academic & Student Success.

Board approved: 12/09/98