COLLEGE of the CANYONS
SANTA CLARITA COMMUNITY COLLEGE DISTRICT
announces an employment opportunity for
COUNSELOR (ONLINE SERVICES)

Full-time Tenure Track
Grant Funded Position

Review Date: May 12, 2015

INTRODUCTION:
College of the Canyons is leading the effort to develop online counseling services for community college students. In the fall of 2014, the College received a Title V grant to create and manage a new online counseling program, and we are seeking a candidate who will lead our efforts to bring Online Counseling to the campus. We expect this program will serve as an example for the California Community College system, and therefore we desire a candidate with strong leadership, program development, and academic counseling experience in a community college setting.

POSITION DESCRIPTION
College of the Canyons is seeking a faculty leader in the area of Counseling (Online) who must demonstrate proficiency in the use of web conferencing software, and display an overall understanding of how technology can be leveraged to serve our student population. This position will include conducting online counseling and/or academic advising appointments, online workshops, teaching counseling courses online, as well as website and social media management for the department. Though providing services online, this counselor will be physically located at the Valencia campus. This is an eleven-month professional, full-time tenure track grant-funded position beginning July 2015. The position may include a combination of counseling, teaching, department, college, and community leadership functions. Assignment may include day, evening, and weekend duties at all District sites.

DUTIES OF THE POSITION
• Under the direction of the Dean of Enrollment Services, provides educational, career, and personal (when that assistance is related to the student's education) counseling to students in an online environment.
• Designs, develops, implements, and maintains the online counseling program for the department.
• Meets Title V grant deadlines regarding creation and management of the Online Counseling program. September 30, 2015 is the date in which the online counseling program will be made available to COC students.
• May teach counseling and personal development-related courses online.
• Trains counseling faculty in the use of web conferencing software to support online counseling and workshop delivery.
• Advises, assists, evaluates and mentors students online.
• Maintains Counseling Department online programs and services, including website and social media management.
• Creates videos, podcasts, and other online multimedia resources for the department.
• May develop and update Counseling curriculum, keeping in mind the needs of transfer institutions and the college's online student population.
• Provides guidance and resources that are online-specific.
• Maintains office hours (if teaching), participates in department, division, and college committees and governance, and serves in the role of online counselor.
• Assists in carrying out the College Student Success & Support Program Plan.
• Participates in and implements departmental and college program reviews.
• Participates 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.
• Performs other duties as assigned.

Position Number: ACA14-202

This position is a high priority for our District for the 2015-2016 year and is contingent upon continued available district, grant and state funding.
MINIMUM QUALIFICATIONS

• Possession of an unexpired California Community College Counselor Credential;

OR

• Master’s degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy, or marriage, family and child counseling;

OR

• Bachelor’s degree in one of the above listed degrees and a license as a Marriage and Family Therapist (MFT).

DESIRABLE KNOWLEDGE, SKILLS, EXPERIENCE AND ABILITIES

• Experience as an online educational, career, and/or personal Counselor in higher education, preferably at a community college.

• Knowledge of the needs of online students, how online classes function, and the skills necessary to be successful as an online student.

• Experience with online teaching and pedagogy.

• Proficiency in use of technology, including website development, social media use, and online conferencing software.

• Program development experience, from design to implementation.

• Ability to interact and coordinate with feeder secondary schools and local community agencies.

• Ability to plan, coordinate and implement Counseling projects and special events.

• Commitment to maintain currency in the discipline, including use of advanced technology required to deliver online counseling services.

• Strong commitment to professional growth and development, and to the continued innovation and improvement of successful counseling and teaching.

• Ability to work effectively with computers and other forms of advanced technology utilized in providing high quality counseling and instruction and the understanding and successful use of learning technology.

• Willingness to facilitate and encourage student success by working to develop varied and innovative academic learning environments.

• Ability to communicate professionally and clearly with students and staff, both orally and in writing.

• 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.

• In addition to being well qualified to be an online Counselor and to teach in their respective disciplines, it is desirable that the online Counselor has additional abilities and interests in contributing to other professional pursuits at the College, such as: Counseling and instructional innovation, second language ability, sponsoring clubs, new program development, student success initiatives and community outreach.

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

PROFESSIONAL RESPONSIBILITIES

• Counseling faculty members at College of the Canyons facilitate student learning by working to develop every student’s abilities and by designing varied and exciting learning environments.

• Counseling faculty work as team members with all staff, create innovations in counseling and learning methods, and work to provide an environment for students to be partners in learning.

• Counseling faculty assist in program planning, carry out related projects and evaluate related department programs and faculty.

• Counseling faculty members carry out their professional responsibilities by participating in the college decision-making activities related to academic and professional matters via meetings, by participating on project teams, by engaging in ongoing and meaningful professional development, and by providing support to students on a one-to-one and small group basis at regularly scheduled times.

In addition to professional expertise in Counseling and teaching within the discipline, applicants should possess the following abilities and attitudes that have been identified as important to successful performance in the position.

PROFESSIONAL ABILITIES:

• Success and commitment as a team player, including the ability to engage in cooperative problem solving;

• Success at initiating, executing and following up on projects, including the ability to set specific objectives and measure achieved results;

• A commitment to the mission and values of the community college;

• A positive attitude, including the ability to foster collegiality;

• Flexibility, including the acceptance of and willingness to change;

• Open-mindedness, including fairness and the ability to see multiple perspectives;

• The willingness to take risks and be innovative;

• A willingness to see complex tasks through to completion; and

• The willingness to accept responsibility for professional and personal growth.
CONDITIONS OF EMPLOYMENT

• Eleven-month position; anticipated starting date July 2015.
• Placement on the Academic Salary Schedule 1 depending on education and experience. Salary range $60,852-$96,768 annually (adjusted for 12 months).
• Part of the counseling and/or teaching assignment may be evenings and/or weekends at all District sites.
• The instructor may be expected to deliver instruction utilizing nontraditional delivery methods.
• An excellent benefit package including medical, vision, dental, life and Section 125 is offered.
• Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
• Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening.
• Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
• Board of Trustees approval.
• Official transcript must be submitted upon offer of employment.
• Position is contingent upon funding and is subject to change.
• Days, hours and salary will be prorated for the first year depending on the hire date.

PHYSICAL CHARACTERISTICS

Position requires sitting and viewing a computer monitor for extended periods of time plus frequent periods of standing and walking, which may include climbing staircases; dexterity of hands and fingers to operate a computer keyboard and related equipment; reaching, bending, kneeling, crawling and stooping; frequently exert 10-20 pounds of force to lift, carry, push, pull or otherwise move objects; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor; handling and working with various materials and objects; and travel from site-to-site.

EEO POLICY

The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources Office directly at 661-362-3427.

ABOUT THE DISTRICT

College of the Canyons is a California community college that serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. The college opened with 735 students in 1969 and now serves over 19,000 students per semester on two campuses – in Valencia and Canyon Country – under the umbrella of the Santa Clarita Community College District.

College of the Canyons offers 74 degree and 84 certificate programs, and is focused on staying ahead of the technology curve both operationally and academically. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. With accessible, enriching education that provides a wide variety of associate degree and certificate programs, College of the Canyons prepares students for transfer to four-year colleges and universities, offers a variety of life-long learning opportunities for community members, and provides employee training programs for business and industry. The 2014-15 academic year marks the 45th year of the college’s service to Santa Clarita Valley communities.

The local community has been historically and enthusiastically supportive of its local college, having approved two bond measures valued at more than $220 million since 2001. The college also secures substantial funds from the state and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities to be built to accommodate them.

The college boasts clean, modern facilities, a capable and enthusiastic staff, innovative programs and high-tech solutions. It is, quite simply, a vital cultural, educational and economic force in the region. Those who are involved with the college discover unlimited opportunities. They can be innovative and entrepreneurial, and they can set the stage for things to come.
APPLICATION AND SELECTION PROCESS

Applicants are encouraged to complete their applications online. Please visit our website at http://www.canyons.edu/offices/humanresources. If you require assistance, please call the Human Resources office at (661)362-3427 or our TTY Line at (661)362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 4 - 5 weeks following the Review Date as to the status of their application.

All application materials must be uploaded online or received in the Human Resources office by the end of the day on the review date in order to assure consideration for this position. Postmark is not acceptable for this purpose. Separate application materials must be submitted for each position applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings. The Human Resources office is located in the University Center, Suite 360 at 26455 Rockwell Canyon Road, Santa Clarita, CA, 91355.

The following application materials are required for your application to be complete. Incomplete applications will not be considered.

- **A completed District Academic Application.**
- **Cover letter** addressing how and why the candidate meets the required and desired qualifications for this position. Include any knowledge and experience counseling in an educational and online setting.
- **A detailed resume** summarizing education and experience.
- **At least three 3 current (within the last 5 years) letters of recommendation** that clearly describe why you are a strong candidate/good fit for this specific position based on the job description are required. **Letters must be signed (no fancy font signatures) and dated.** One formal, signed teaching evaluation (dated within the last five years) may be substituted in lieu of one letter of reference.
- **College transcripts** verifying educational degree(s) required for the position. Submit unofficial copies of transcripts for application purposes. Copies of college diplomas are not acceptable in lieu of transcripts. Please see our website for evaluation requirements for units and degrees earned at foreign institutions.
- **Confidential Recruitment Source Information** (Voluntary Survey). This is voluntary.

Supplemental Questions

1) Please tell us about your experience and knowledge in the use of innovative technologies in distance education and online counseling.

2) Please briefly describe your experience providing educational, career, or personal counseling in higher education.

3) The online counselor may have the opportunity to teach online. Please state the name of the courses you have taught 100% online, hybrid and in a face-to-face environment. List all of the online training you have had and any online teaching certificates you have earned.

4) In addition to counseling students online, the online counselor will be creating tutorials and videos for the counseling department. Please create the following:
   a. A 5-minute podcast describing the skills needed to be a successful online student.
   b. A 5-minute video on how to navigate the counseling website. You will need to publish your video to YouTube. Please list both embedded links here.

5) This position will require implementing the Online Counseling program by September 30, 2015. You are expected to be available June – September to complete this project. Can you assure us of your availability?

Applicants are encouraged to apply online. If you need assistance with the application process, contact:

**Human Resources Office**
(661) 362-3427 TTY/TDD (661) 362-5178
or visit our website at www.canyons.edu/offices/humanresources

It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Resumes may not be submitted in lieu of the official application form.

The College is expecting to conduct initial and final interviews in the month of June 2015. This is a tentative schedule and is subject to change.

Notes:

- Hiring committees review all complete qualified application packets and select applicants for interview based on those who most closely meet the criteria listed in the job announcement. Possession of the minimum qualifications does not guarantee an interview.

- A teaching demonstration will be required for those candidates selected for an initial interview.

- Current COC employees who are applying for this position: Please be aware that materials from your personnel file are not included as part of the application file; therefore, please provide the same requested application materials as any other applicant.

Position is contingent upon funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until this position is filled.