

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Counselor

Unit: Faculty

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Job Code: A3592

Original Date: 10/1983

Last Revision: 09/2016

Staff Type: Academic

FLSA status: Exempt

Salary Range:

DEFINITION

Under the direction of the Dean or Department Chairperson, provide resources to assist students in meeting their personal, educational, and career objectives, including the selection of evaluation instruments; orientation to academic programs and services; degree, certificate, and transfer advising; community articulation; research; liaison with instructional departments; and instruction in adaptive skills.

EXAMPLE OF DUTIES

1. Provide a variety of programs which inform the community about educational opportunities and programs available in the District; visit high schools; conduct workshops for schools and community groups.
2. Provide information and guidance to students and staff to assure appropriate transfer of high school students into community colleges or adult centers and transition of community college and adult students into four-year institutions; prepare letters of recommendation or nomination.
3. Perform educational advising for prospective students and refer students to support services and faculty to assist them in determining appropriate educational goals.
4. Select, administer, and interpret selected tests and inventories which assist counselors and students.
5. Provide work direction and guidance to assigned para-professional and clerical staff; assist in the evaluation of assigned employees.
6. Assist entering students to complete a first-semester academic program and consult with continuing students as necessary.
7. Provide individual and group career counseling by providing career center information, self-teaching services, and cooperative activities with work experience coordinators, faculty, placement officers, and other representatives from the community.
8. Assist students in finding appropriate in-school resources, as well as outside agencies, to assist in resolving problems and crises which interfere with their functioning as students.
9. Provide counseling services and course offerings for study skills and motivation, as well as information regarding specific curricula, including transfer programs; provide counseling services for probationary or disqualified students; resolve student learning problems in cooperation with the instructional program.
10. Provide counseling services to special program students, such as students in financial aid, foreign students, veterans, and handicapped students, including advisement for both occupational and transfer students.
11. Participate in the evaluation of institutional practices and programs as they affect students; plan and conduct relevant research in areas such as academic skill levels of new students, reasons for student attrition, and follow-up data on transfer of students.
12. Assist with preparation and implementation of college staff development programs.

13. Assist with the development and implementation of a pre-professional intern or student teacher/counselor program.
14. Develop and teach courses in personal growth or related subject areas as part of regular Counselor assignment; participate in evaluation of instructional materials and recommend catalog revisions as necessary.
15. Confer with faculty regarding individual students; serve as a resource for faculty in dealing with individual student problems.
16. Conduct student, parent, and faculty conferences as necessary.
17. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of the California Education Code.
- Counseling techniques, both individually and group.
- Principles and practices of counseling within a community college environment.
- Requirements for various degree programs.
- Research techniques.
- Rules, regulations, and policies of assigned programs.
- Technical aspects of field of specialty.
- Tests and their use and interpretation for career and educational counseling.

Skills and Abilities:

- Analyze a situation correctly and adopt effective course of action.
- Communicate both orally and in writing.
- Counsel current and prospective students individually and in groups.
- Establish effective relationships with students, faculty, staff, and the business community.
- Interpret, apply, and explain policies and procedures.
- Make persuasive and articulate presentations before groups.
- Train and provide work direction to others.

Training and Experience:

- Any combination of training and experience equivalent to: meet requirements for appropriate counseling credential.

License:

- Valid California driver's license.
- Valid counseling credential.

WORKING CONDITIONS

Physical Requirements:

- Category III

Environment:

- Favorable, usually involves an office.