



## ASSOCIATE FACULTY/COUNSELOR

**Reports to:** Department Chair

**Dept:** Academic Counseling

**Range:**

**FLSA:** Exempt

**EEO:** Faculty/Other Instructional

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### **BASIC FUNCTION:**

Under direction, provide counseling services to students with a wide variety of backgrounds and variety of needs; develop education plans with students to achieve their academic goals; plan, organize and teach assigned counseling courses in accordance with approved course outlines, education code requirements and faculty contract provisions; provide feedback and guidance to students and evaluate student performance; and perform related duties as assigned.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Meet with students on an appointment and drop-in basis to assess their academic and career goals and personal situations and needs; work with students to tailor abbreviated (one semester) or comprehensive education plans, advising them on courses required, sequencing of courses and other requirements for meeting their academic and career goals; perform unofficial prior course credit evaluations in order to advise students; document counseling notes and plans.
2. Explain district policies and procedures and assist students in completing a wide variety of forms required to meet their needs, including petitions for graduation and academic renewal, prior course credit transcript evaluation requests, alternatives to matriculation and others; provide information on transfer and other requirements.
3. Assist students in exploring and evaluating career options based on individual skills and interests; provide student counseling with regard to personal needs and situations; provide referrals to student support services and other departments to assist students in meeting their needs.
4. Plan, organize and develop instructional materials including presentations, lectures, demonstrations, homework assignments, laboratory exercises and project assignments consistent with approved course outlines; teach courses utilizing sound pedagogical methods and

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instructional strategies most appropriate to communicating subject matter to students to meet learning objectives; modify, as necessary, instructional methods to meet diverse student needs; use available instructional technologies such as the internet, online learning and interactive technologies to enrich and facilitate student learning; participate in the review and selection of textbooks and other student materials for assigned courses.

5. Provide prompt feedback on student assignments; evaluate student performance fairly and consistently; assign grades and maintain course/student records in accordance with district standards, policies and procedures; submit and post grades and submit other records following appropriate procedures by established deadlines.
6. Be available to students by telephone, email, Blackboard or personal conference to answer questions and provide encouragement and assistance in completing course assignments and projects; meet scheduled meeting and office hours as established for assigned courses; maintain a flexible schedule to meet student needs; refer students to other faculty or campus resources to resolve problems/issues beyond the purview of faculty.
7. Maintain accurate and complete course records as required by law, regulations and district policies and procedures; record student attendance and other data using course management software; submit attendance and other records by required deadlines.
8. Maintain the confidentiality of student information.
9. Contribute to maintaining a collegial environment and collaborate with department chairs and other faculty to participate in developing policies, standards, curricula changes and other matters; demonstrate willingness to substitute for other faculty when needed to meet college or student needs.
10. Play an active role in campus life; attend faculty and staff meetings; participate in activities that contribute to the educational goals of the college and its constituents; serve on campus committees or task forces.
11. Meet professional responsibilities in accordance with contractual obligations.

**OTHER DUTIES:**

1. Stay current in academic or program discipline, including maintaining licensure, certification or continuing education requirements where appropriate.
2. Assist with a variety of special projects as assigned.
3. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

1. Theory, concepts, principles, techniques and conventions applicable to student counseling, advising and educational planning at an advanced level.
2. Teaching and instructional techniques and strategies applicable to student learning at varying levels of subject matter and language proficiency.
3. Trends, developments and uses of educational technologies including online learning and course management systems such as Blackboard.
4. State education code, Title 5 and other applicable laws related to curriculum requirements and approval and reporting processes.
5. Instructional and tutorial techniques and methods applicable to a diverse range of students including those with physical, emotional and learning disabilities.
6. District organization, operations, policies and objectives, and resources available to support student success.
7. Safety policies and safe work practices applicable to the work.

**ABILITY TO:**

1. Evaluate student goals, interests and needs and provide student and educational counseling services to students from diverse educational and personal backgrounds with compassion and sensitivity.
2. Clearly convey, interpret and explain theories, concepts, principles, course content and detailed strategies and plans to a diverse student population.
3. Employ available instructional technologies in ways that maximize student learning.
4. Encourage the development of critical thinking, problem-solving and communication skills through the use of appropriate teaching strategies and student assignments.
5. Evaluate student performance fairly and consistently and return student work promptly to promote student progress.
6. Examine the effectiveness of teaching methodologies being used, in terms of student learning outcome measures and modify as appropriate to meet diverse student needs.
7. Maintain accurate records of student progress and submit grade and attendance records according to established deadlines.
8. Maintain the confidentiality of student information.
9. Meet all teaching and other scheduled responsibilities such as office hours and meetings at the designated times, while keeping a flexible schedule to facilitate student access and learning.
10. Stay abreast of current scholarship and other developments in assigned academic fields through professional development activities.

11. Communicate effectively, both orally and in writing.
12. Operate a computer and standard business software.
13. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
14. Establish and maintain effective working relationships with all those encountered in the course of work.

**MINIMUM QUALIFICATIONS:**

A Master's degree in counseling, career development, educational counseling, guidance counseling, counseling psychology, rehabilitation counseling, clinical psychology, social work, marriage and family therapy, or marriage, family and child counseling; **OR** a Master's degree in Education, Concentration: Counseling; Education: Counseling Option; Education: Counseling and Guidance Concentration; Education: Educational and Clinical Counseling; Education: Educational Counseling; Education: School Counseling; (approved comparable degree majors at MiraCosta College); **OR** a Bachelor's degree in any of the above majors **AND** a Marriage and Family Therapist (MFT) license valid in California; **OR** a valid California Community College Counselor credential; and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

**LICENSES AND OTHER REQUIREMENTS:**

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Not applicable.

**CONTACTS:**

Deans, department chairs, other faculty, students, advisory committees, representatives of other educational institutions, community and business leaders and the public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to work at a computer, including repetitive use of a computer keyboard, mouse and other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily classroom and business office environments; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or weekends on an as-needed basis. Occasional local travel may be requested.