

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
Job Description

TITLE: COUNSELOR/COORDINATOR – DISABLED STUDENT PROGRAMS & SERVICES

CATEGORY: FACULTY FULL TIME TENURE – TRACK (175 days)

FILING DEADLINE: November 10, 2017 at 5:00 p.m.

GENERAL DESCRIPTION OF DUTIES:

Provides counseling and coordination for Disabled Student Programs & Services (DSPS).

COUNSELING

Conducts DSPS student intakes and follow up counseling appointments.

Determines student eligibility based on verification documents and interactive process; reviews information with student to determine educational limitations and creates accommodation letters; manages implementation of accommodation services.

Helps students become more knowledgeable about their aptitudes, interests, values, and achievement levels; assists students in planning their selection of courses.

Counsels students with disabilities considering vocational programs or transfers to other colleges; assists them in selecting an appropriate major and institution.

Stays current with transfer requirements of other colleges and vocational training institutions; acts as a resource for faculty concerning the transfer process to a four-year college.

Assists students with their special needs and problems; assists faculty, administrators, staff, and parents in recognizing these needs; maintains regular contact with faculty members regarding student issues and concerns.

Interviews students who are officially withdrawing from the College, on probation, on academic dismissal, or petitioning to graduate.

Assists in developing an effective matriculation process for new students, to include a comprehensive student education plan.

Refers students who require more specialized counseling to appropriate agencies in the community.

COORDINATION

Develops, implements, and oversees department services; supervises assigned staff.

Plan, organize, develop program activities, complete program reports, and maintain and monitor the program budget.

Serves as the College DSPS liaison for the respective geographic feeder schools

and agencies.

Monitors District compliance with state and federal laws and policies related to the DSPS and Title 5 CCR.

Manages student files and documentation as mandated by the Chancellor's Office.

Oversees all aspects of special class instruction.

Facilitates public information and college communications concerning the DSPS.

Attends meetings, including local, state, and regional workshops and seminars, to stay current on relevant issues; serves on college committees.

Performs other duties as assigned.

QUALIFICATIONS - Must meet State minimum qualifications as outlined in Title 5 CCR (1 and 2):

1. _____ Master's degree, or foreign equivalent, in rehabilitation counseling; **OR**
_____ Master's degree or foreign equivalent, in special education, and 24 or more semester units in upper division or graduate level course work in counseling, guidance, student personnel, psychology, or social work; **OR**
_____ Master's degree in counseling, guidance, student personnel, psychology, career development, or social welfare; **and** either 12 or more semester units in upper division or graduate level course work specifically in counseling or rehabilitation of individuals with disabilities, **OR** 2 years full-time experience, or the equivalent, in one or more of the following:
 - Counseling or guidance for students with disabilities; **OR**
 - Counseling and/or guidance in industry, government, public agencies, military or private social welfare organizations in which the responsibilities of the position were predominantly or exclusively for persons with disabilities.

2. 2 years full-time experience, or the equivalent, within the last 4 years in one or more of the following:
 - _____ Instruction or counseling or both in a higher education program for students with disabilities; **OR**
 - _____ Administration of a program for students with disabilities in an institution of higher education; **OR**
 - _____ Teaching, counseling, or administration in secondary education, working predominately or exclusively in programs for students with disabilities, **OR**
 - _____ Administrative or supervisory experience in industry, government, public agencies, the military or private social welfare organizations, in which the responsibilities of the position were predominantly or exclusively related to persons with disabilities.

Knowledge of: Counseling and guidance principles, techniques, and procedures for disabled students; specific disabilities and implications for education and support services; academic requirements for community colleges and transfer requirements to four-year institutions; community college student services and academic policies and procedures. State and Federal requirements concerning programs for disabled students; building code regulations concerning architectural barriers to the disabled; public agencies dealing with the disabled; principles of office supervision and management; job market and career trends and requirements; community college operations; and microcomputer uses for disabled students.

Ability to: Evaluate and provide appropriate counseling for disabled students; plan, organize, and direct operational activities; prioritize workload and conflicting demands; provide supervision; read, interpret, and apply policies, laws, rules, and regulations pertaining to disabled students; act as a liaison between college and community agencies on behalf of students with disabilities; accurately compile data and prepare reports; develop procedures; deal effectively with a wide variety of personalities and situations using sound judgment; pay close attention to detail; work under pressure with frequent interruptions; exercise flexibility; establish and maintain effective working relationships with others inside and outside the organization; communicate effectively both verbally and in writing; maintain confidentiality; and work variable hours including some evenings.

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

ASSIGNMENT: This is a full-time, tenure-track position. The annual work year includes 166 counseling days and nine professional development/flex days over twelve months, to be arranged and approved by the Dean of Counseling & Student Programs. This assignment may include day, evening, and weekend hours, as well as travel to, and counsel at, off-campus centers within the District.

SALARY AND BENEFITS: The annual starting salary is \$56,513 – \$81,077, commensurate with education and counseling experience. The maximum entry level is Step 7 of the appropriate column. The maximum income for this position is \$104,279. There is also \$2,720 doctoral stipend. Ten days of sick leave are earned annually. Family medical, dental, and vision benefits and employee life insurance are provided.

APPLICATION PROCEDURE: Submit the following application materials to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA, 95482. These materials may also be scanned and submitted electronically via email to Adam Jory at ajory@mendocino.edu, or faxed by the deadline date above to 707-467-1023.

- Completed Mendocino College Academic Application and Voluntary Applicant Survey: https://www.mendocino.edu/sites/default/files/docs/personnel/application-academic_002.pdf
- Cover letter (1 page)

- Resume including education, experience, professional organizations, and accomplishments
- Photocopies of all transcripts (a foreign transcript evaluation must be attached if applicable)
- Three recent letters of recommendation addressing experience and abilities.
- A written response to the following, please include specific examples of your experience in your answers (up to two pages total):

1. What is the purpose of Disabled Student Programs & Services in the California Community College system?

2. What is the role of counseling in a California Community College?

3. Describe how you have worked with adults (17 and older) with:

- a. Physical Disabilities
- b. Psychological Disabilities
- c. Vision and Hearing Disabilities

- If meeting the state-mandated minimum qualifications based on equivalency, complete the [application for equivalency](#) and include all supporting documents.

Click here for Mendocino College's Student Equity Plan

http://www.mendocino.edu/sites/default/files/docs/personnel/final_mendocino_college_student_equity_plan_1-1-15.pdf

Interviews are by invitation only.

The college does not reimburse applicants for related travel expenses.

THE COLLEGE: Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community rich in culture, creativity, diversity, and cutting-edge technology. A fully accredited two-year community college, the District serves more than 5,000 students across 4 campuses in the greater parts of Lake and Mendocino Counties.

The beautifully landscaped main campus is located in Ukiah, California -- ranked among the best small towns in the United States. With clear skies and panoramic views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a new state-of-the-art Library/Learning Center, high-tech Allied Health Facility, and Student Center. The college operates two newly constructed and fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College, provides a wide variety of degree, certificate, transfer, occupational and community service programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff. Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College boldly prepares students for a future of innovation and success.

THE COMMUNITIES: Mendocino and Lake Counties include some of California's most beautiful scenery which includes rich agricultural lands and pristine coastal sites. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area and contribute to its growing diversity. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf. We also enjoy a range of theatre, music, art, and athletic events. Ukiah and the surrounding area are home to exceptional wineries, breweries, and restaurants.

***The Mendocino-Lake Community College District** is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity, equity and diversity, and provide equitable consideration for all qualified candidates.*