

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CENTER FOR CAREER & TECHNICAL SUCCESS COUNSELOR/ COORDINATOR

BASIC FUNCTION:

Under the direction and leadership of the Associate Dean of Student Support Services, provide career and personal counseling to a diverse student population enrolled in targeted VTEA programs; and to participate in coordinating and directing VTEA Center for Career & Technical Success programs and activities to increase the District's core indicator efforts to meet state-adjusted levels of performance.

REPRESENTATIVE DUTIES:

Provide a full range of career and personal counseling services to a diverse student population enrolled in targeted VTEA programs including delivery and interpretation of assessment instruments, development of individual career educational plans, orientation/classroom presentation, small group advisement, and referral to other appropriate services. *E*

Confer with and advise students concerning personal problems, needs, and interest; assist individual students to resolve problems they may encounter with the educational and administrative systems of the College. *E*

Provide guidance to students in establishing educational goals and in selecting a curriculum appropriate to the students' needs, interests, and capacities; assist students in the selection of individual courses to achieve their educational goals. *E*

Participate in coordinating with faculty, counselors, and student support personnel to encourage career and technical students to enroll and to succeed in classes leading to careers nontraditional to their gender; assist faculty members in understanding and assisting in solving the problems of individual students. *E*

Participate in VTEA Planning Team; assist in the development and implementation of programs and services to assist students as outlined in VTEA annual workplan. *E*

Participate in coordinating and directing support services to increase the District's core indicator percentages in (1) skills attainment, (2) program completion, (3) placement and retention in postsecondary education, employment or the military, and (4) nontraditional participation and completion. *E*

Participate in coordinating with the District's support service programs and career and technical education and academic (math, English, reading, etc) faculty to identify, coordinate, and develop special and specific support activities that will assist students in career and technical education programs overcome barriers preventing their success. *E*

Participate in coordinating with student employment, career placement, and cooperative education areas to address issues relating to internships, employment opportunities, and career placement. *E*

Ensure that special population students will be provided access to services designed to assist them to meet their educational goals by making appropriate referrals. *E*

Participate in coordinating the integration of support activities for career and technical students with other support service providers on campus such as the career center, counseling, outreach, disability support services, CalWorks, EOPs, the writing center, and the tutorial center. *E*

Conduct evaluations to assess how the needs of special population students are being met. *E*

Center for Career & Technical Success Counselor/Coordinator - Continued

Serves as an instructor for Personal Development courses. *E*

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations, services, and activities of counseling program.
Diverse student populations enrolled in targeted VTEA programs.
Counseling principles, practices, and techniques.
Basic principles and practices of program development, administration, and review.
Pertinent Federal, State, and local rules, regulations, and guidelines.
District policies and procedures related to counseling programs.
Principles and practices of grant development and administration.
Basic principles of supervision, training, and performance evaluation.
Information and research resources available related to areas of assignment.
Methods and techniques of research, analysis, and decision making.
Principles and procedures of statistical record keeping and report preparation.
Modern office procedures, methods, and equipment including computers and applicable software.
English usage, spelling, grammar, and punctuation.
Interpersonal skills using tact, patience, and courtesy.
Oral and written communication skills.

ABILITY TO:

Participate in directing and coordinating the services and activities of the VTEA Center of Career and Technical Success.
Participate in the development, administration, and implementation of program goals, objectives, and procedures.
Provide a full range of career and personal counseling services to a diverse student population.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Identify and respond to sensitive community and organizational issues, concerns, and needs.
Inspire a team approach, involving diverse constituencies to share a vision and develop programs.
Plan, organize, direct, and coordinate the work of assigned staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Prepare clear and concise administrative and financial reports.
Prepare and administer grants.
Interpret and apply applicable Federal, State, and District policies, laws, and regulations.
Conduct meetings and serve on committees.
Work successfully with District faculty, administrators, and staff.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate effectively, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

MINIMUM QUALIFICATIONS: Any combination equivalent to: a Master's degree, or equivalent, or equivalent, or possess an appropriate California Community College Credential.

DESIRABLE QUALIFICATIONS: Some leadership experience in a counseling related area.

Center for Career & Technical Success Counselor/Coordinator - Continued

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate office equipment.

Seeing to read and verify accuracy of data.

Revised: September, 2003

Johnson & Associates