APPLICATION DEADLINE
This position is open until filled, but the priority date for receipt of application materials to be considered in the initial selection committee review is 4:30 PM on MARCH 7, 2011. The position may close for consideration of application materials on the above priority date or any time thereafter, and interested persons are encouraged to submit their application and supporting materials so that they are received not later than 4:30 PM on MARCH 7, 2011. It is the applicant's responsibility to ensure that all application materials are received. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at least 72 hours prior to the priority closing date or the date(s) of interview.

SELECTION PROCEDURE
Following the closing date, application materials will be evaluated by a selection committee. Candidates selected for further consideration will be limited to those applicants in the competitive group who best meet the qualifications for the position. The selection committee will conduct interviews, including a teaching demonstration, and finalists will be recommended for further consideration by the President-Superintendent for final selection and recommendation for employment. The selection process may also include practical exercises (i.e., written, technical, manipulative, or simulation exercises) to evaluate candidate qualifications.

For application/additional information:

Telephone: (562) 860-2451 x2284
Web Site: http://www.cerritos.edu
Human Resources Hours: 8:00 AM - 4:30 PM (Monday through Friday)

Equal Opportunity Employer

COUNSELOR
(3 POSITIONS)

CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA  90650-6298

Cerritos College employs only individuals lawfully authorized to work in the United States. Cerritos College does not provide sponsorship for changes in immigration status for the purpose of employment in the United States. Offers of employment are contingent upon presentation of documents verifying the appointee's identity and eligibility to work and completion of the required I-9 Form in accordance with the provisions of the Immigration Reform and Control Act of 1986 (Public Law 99-603).
The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all qualified people.

PROFILE
Counseling faculty are involved in a variety of activities focused on student success. They provide workshops for orientation and probation students and for specific majors. Counseling services are offered in several formats including online, group, and individual appointments. They are involved with departmental committees and projects.

The Counseling Department is integrated with academic instruction at the college. Counselors provide classroom instruction and often participate in Learning Communities and First Year Experience where they partner with other teaching faculty. Counseling courses are focused on student development, career exploration, goal clarification and orientation and planning. Instruction is in both traditional and in Distance Education formats. In addition, counselors participate in varied campus wide faculty committees which include Developmental Education, iFALCON, Curriculum, and Faculty Senate.

QUALIFICATIONS
Required:
- 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 the equivalent; AND a minimum of six months of counseling experience in an educational setting to represent a minimum of 450 hours which may include paid or unpaid field work. (All qualifying educational degrees/training must be from accredited colleges and/or universities.)
- Knowledge of issues related to student development.
- Training and/or experience in group counseling techniques.
- Demonstrated understanding, sensitivity, and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student/community population.
- Knowledge of, and commitment to, the mission, philosophy, and objectives of the California community colleges.

Preferred:
- Experience in serving the diverse population of the community.
- Experience with special populations.
- Ability to utilize the Internet, email and applicable software and technology.
- Experience in teaching.

SALARY/FRINGE BENEFITS
- Salary is commensurate with education and experience. Salary rate is: $63,686.40 - $97,792.80/annual. (Salary Schedule is available upon request.)
- Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance ($50,000). (Cash-in-lieu option available on medical insurance.)
- Participation in the State Teachers’ Retirement System.

CONDITIONS OF EMPLOYMENT
- Contract will be for twelve (12) school months for the academic year. Assignment includes a minimum of thirty-three (33) hours per week devoted to counseling duties and the standard work week is 40 hours. Assignment may include evening hours as required.
- Participation in a pre-service orientation and/or probationary in-service training is required.
- Individuals who are offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, submit official transcripts, produce an original social security card, and submit negative TB test results (must be within the past four years) before they are hired.

APPLICATION PROCEDURE
Interested applicants must submit:
- Letter of application indicating how you meet each of the required qualifications for this position to include but not be limited to, information on the following:
  - Contributions to the profession
  - Related experience/accomplishments
  - Professional/personal development (workshops, diversity sensitivity training, etc.)
- Completed District application form.
- Résumé of educational background and experience.
- Copies of all transcript(s) (need not be official) verifying all educational degree(s) and/or coursework required for the position. A foreign transcript must be evaluated by a NACES Certified agency. The website is www.naces.org.
- Confidential placement file and/or letter(s) of recommendation addressing recent pertinent experience.

ALL ABOVE MATERIALS ARE TO BE SUBMITTED TO THE FOLLOWING ADDRESS:

HUMAN RESOURCES
CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA 90650-6298