COUNSELOR, DISABILITY PROGRAMS AND SERVICES

2 Positions – 1) Rancho Campus; 2) Chino/Fontana Campus
(This position is categorically funded through the Student Success and Support Program, and is contingent upon continued funding).

Application deadline: Thursday, March 10, 2016 4:00 PM

POSITION DESCRIPTION
This is a full-time (11-months assigned over 12 months), tenure-track position in the School of Counseling and Matriculation. This position may require travel to the Chaffey College Fontana and Chino Campuses as well as local feeder high schools and outside service agencies. Day and evening assignments at the College or any of the College Campuses may be required as part of the regular contract, as well as participate in any other professional responsibilities as identified under 18.2.3 of the faculty agreement. Although the assignment is initially at the Rancho Campus, transfers to the Fontana or Chino campuses may be possible per contract and need.

SCOPE OF ASSIGNMENT
Under direction of the Dean, the assignment includes, but is not limited to, the following:
• Determine eligibility for services based on assessment, review of documentation, and consultation with appropriate professionals;
• Prescribe appropriate accommodations and recommend support services for students with a wide range of disabilities;
• Develop and/or implement Student Educational Contracts (SECs) every term and provide ongoing evaluation of students’ progress and recommendations for needed educational services;
• Develop comprehensive Educational Plans and meet with students to assure progress and completion of academic goals;
• Educate students with disabilities in the use of compensatory strategies to mitigate disability-related functional limitations;
• Mentor students with disabilities to effectively self-advocate and explain their accommodation needs to faculty;
• Maintain accurate and confidential records for each student in compliance with state and federal regulations;
• Develop and maintain liaison with community resources, high schools, and campus resources regarding services available to community college students with disabilities;
• Conduct outreach activities at local high schools and referral agencies;
• Complete student priority registration groups and educational planning workshops;
• Be familiar with assistive technology and alternate media in order to make recommendations for student accommodations;
• Provide consultation to, and work cooperatively with, faculty, staff, and administration to ensure optimal service, program, and activity accessibility to students with disabilities. When appropriate, work with students’ parents and/or advocates to ensure suitability of services to students;
• Represent DPS in campus committees and department meetings to maintain the flow of information critical to the accessibility, quality, and consistency of services, and participate in program development, and college accreditation reviews;
• Develop and participate in Student Learning Outcomes to enhance student and program success;
• Stay abreast of federal and state legislation and campus policies affecting accessibility for students with disabilities;
• Promote the practice of civility and respect in the workplace; and providing a safe and positive classroom environment conducive to effective learning;
• Perform other duties as necessary for the benefit of the students, the college, the community, and the profession.

MINIMUM QUALIFICATIONS
• Possession of a master’s degree, or equivalent foreign degree, in rehabilitation counseling, OR
• Possession of a master’s degree, or equivalent foreign degree, in special education, and twenty-four or more semester units in upper division or graduate level course work in counseling, guidance, student personnel, psychology, or social work; OR
• A master’s degree in counseling, guidance, student personnel, psychology, career development, or social welfare; and either twelve or more semester units in upper division or graduate level course work specifically in counseling or rehabilitation of individuals with disabilities, or two years of full-time experience, or the equivalent, in one or more of the following: (A) Counseling or guidance for students with disabilities; or (B) 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*; OR

 McKenzie Merrell, Ph.D.
 Office of Human Resources
 Chaffey College
 5885 Haven Ave., Rancho Cucamonga, CA 91737
 Phone: 909-652-6528  Fax: 909-652-6533
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EMPLOYMENT OPPORTUNITIES

5885 Haven Ave., Rancho Cucamonga, CA 91737
909-652-6528  * Fax 909/652-6533
• Possession of a valid lifetime California Community College credential authorizing service in special education and/or counseling; **OR**
• The equivalent (District equivalency form must be completed at the time of application); **AND**
• Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

*This is a paraphrased version of title 5, §53414(a). If there is any conflict between the paraphrased language and the title 5 language, the title 5 language shall prevail.

**Experience/Knowledge/Ability**
• Experience in reviewing disability documentation, including psycho-educational reports, psychiatric reports, Veteran’s Administration reports, and Individual Educational Plans (IEPs) for purposes of determining eligibility for services.
• Possess strong problem solving abilities and excellent interpersonal skills;
• Demonstrated knowledge of a variety of disabilities, particularly the emerging ones at the community college (e.g., autistic spectrum disorders, traumatic brain injuries, wounded warriors, psychiatric disorders, intellectual disabilities, and others);
• Demonstrated knowledge of, and have experience in consulting about, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (Title II and Amendments Act of 2008), the Federal Educational Rights and Privacy Act (FERPA), Title 5 of the California Education Code pertaining to the Disability Programs and Services, and other appropriate laws and regulations pertaining to higher education and disability;
• Knowledge of Individual Educational Plans (IEPs) for purposes of determining eligibility for services.

**DESIRABLE QUALIFICATIONS**
Preference will be given to those candidates who establish the highest level of professional competency as evidenced by:
• Direct student counseling experience with students with disabilities
• Knowledge of assessment measures (i.e., academic, career, psycho-social, and psycho-educational) to include interpretation and utilization of data in the counseling process;
• Knowledge of assistive technologies to facilitate access to educational programs for students with disabilities.

**CONDITIONS OF EMPLOYMENT**
Based upon the minimum and/or desirable qualifications stated in this position announcement, the initial salary placement range is $63,002 to $98,343 (196 service days). Placement is based on the regular full-time faculty salary schedule and is dependent upon verification of relevant experience and coursework from a regional or national accredited institution of higher learning.

**EXCEPTIONAL BENEFIT PACKAGE**
Health care, dental program, and vision services for employees and eligible dependents; employee life insurance; sick leave; and retirement coverage through the State Teachers’ Retirement System (STRS).

**THE APPLICATION PROCESS**
Application and information may be obtained from Chaffey College, Human Resources at www.chaffey.edu or (909) 652-6528. Please refer to the Application Submittal section on our Employment Opportunities page for the various methods in which to submit your application materials: http://www.chaffey.edu/humres/Employment%20Opportunities.shtml.

Applications must be completely filled out in detail and clearly show that the applicant meets the minimum qualifications as set forth in the announcement. Application package must include:

- **District Application**  
  (Completion of all sections is required. Do not mark “See Resume”)
- **Letter of Application**  
  (State briefly how you meet the qualifications)
- **Resume**
- **Professional Reference List**  
  (Include names, current addresses, phone numbers, and email addresses)
- **Copy of Transcripts**  
  (Transcripts must indicate degree earned/conferred - photocopies or computer printouts are acceptable. Transcripts of all degrees applicable to meeting the minimum qualifications for this position must be included. Copies of diplomas/degrees are NOT acceptable in lieu of transcripts. Official sealed transcripts will be required upon hire.)

Foreign transcripts must be transcribed and evaluated in English by a bona fide evaluation service. Educational requirements must be met on or before the closing date.

The College does not return materials submitted in application for a position. Please do not include any additional documents not required in the Application Process section.
Completed application and related materials must be received by Human Resources no later than 4:00 p.m. on the application deadline date as indicated at the top of the announcement. Failure to submit all required application materials may result in the applicant not being considered for the position. A postmark is not acceptable for this purpose.

Submission of application and related materials is the applicant’s responsibility. The District reserves the right to readvertise the position or to delay indefinitely the employment of a person for a position if it is deemed that applicants for the position do not constitute an adequate applicant pool.

Applicants should promptly notify the Office of Human Resources of any change of address and/or phone number. All application materials are subject to investigation and verification. False statements will be cause for disqualification or discharge from employment.

The Selection Process
A screening committee will conduct all minimum qualification appraisals as set forth on the announcement and reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant an interview. Applicants selected for an interview will be notified of the time and place of the interview. Interviews are usually held on the Chaffey College campus and are conducted by an Interview Committee. Additional interviews may be required. Reasonable accommodations are provided to persons with disabilities. Should you feel you have any need for accommodation due to a disability, please indicate this request on your application or contact the Office of Human Resources.

Travel costs related to an interview will be borne by the applicant.

All application materials must be submitted to:

CHAFFEY COMMUNITY COLLEGE DISTRICT
Human Resources
5885 Haven Avenue
Rancho Cucamonga, CA 91737-3002
(909) 652-6528

About the College

The College
Chaffey College, one of the first colleges to be established in California, is a two-year public community college situated in an area of natural and tranquil beauty in Southern California. Its campus occupies 200 acres of rolling lawns and native foliage in the foothills of the majestic San Gabriel Mountains. Founded in 1883 as a private college, Chaffey has been a publicly funded college since 1916.

District
The college district serves a population of 650,000 in the west end of the vibrant Inland Empire of San Bernardino County, where the communities of Chino, Chino Hills, Fontana, Guasti, Montclair, Mt. Baldy, Ontario, Rancho Cucamonga (Alta Loma, Cucamonga, and Etiwanda) and Upland are located. Four high school districts are contained in these communities.

Curricula
Chaffey College has lower division courses for students who plan to transfer to a four-year college or university, occupational courses for students who wish to gain competence in employable skills, or who wish to improve their skills, and general education courses for all students to provide them with an awareness of the ideas and ideals of our cultural heritage.

Transfer programs meet the lower division requirements of four-year colleges and universities.

Occupational programs are kept current and the latest information on occupational requirements is made available to students through interaction with community leaders and advisory committees.

In addition, Success Centers provide the community with resource centers for the development of foundational skills. At these Centers, students can improve their foundational skills, and secure tutoring and special supplementary materials.

Public Safety
The District's Department of Public Safety maintains crime statistics that occur on our campus facilities, on property owned or controlled by the district, and on public property within or immediately adjacent to and accessible from the campuses. This information is produced in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus and Crime Statistics Act. You can obtain a copy of this report by contacting the Chaffey College Police Department at 909-652-6532 or by accessing the following website: http://www.chaffey.edu/public_safety/police_clery.shtml.

Chaffey Community College District is committed to equal employment opportunity.