The Los Angeles Community College District announces an opening for a tenure track Counselor for the Disabled Students Programs and Services (DSPS) at Los Angeles Mission College (LAMC), a two-year community college that serves more than 11,000 students from diverse socio-economic backgrounds. The College is one of nine in the Los Angeles Community College District. Founded in 1975, LAMC is located in Sylmar and has strong historical ties to the neighboring communities of San Fernando, Pacoima, Mission Hills, North Hills, Panorama City, and Granada Hills. In recent years, the institution’s enrollment base has expanded to include many of the communities throughout the greater-San Fernando Valley, as well as Canyon Country and Santa Clarita. The College provides excellent transfer, basic skills, transitional and career education programs. Committed to student success, Los Angeles Mission College works closely with local secondary institutions to assist high school students in their transition to higher education and maintains strong ties to the business community by providing highly-respected job training programs that directly meet the workforce needs of local and regional employers. Los Angeles Mission College prides itself on its commitment to diversity, its institutional culture of collegiality and innovation, its globalization of curricula, and its inclusion of the community in its programming. Student-focused, motivated, and dynamic individuals who possess the required training, work experience and commitment to the community college mission and values are invited to submit applications.

Description of Position:

The selected candidate will provide comprehensive academic and vocational counseling services to students with disabilities in a diverse and multicultural environment and perform duties related to ensure the proper function of the DSPS office. The assignment may include day, evening, and weekend duties at all District sites. All Counseling Faculty are expected to participate actively in counseling departmental activities, and be contributing members to the general intellectual life and governance of the college. This position is contingent upon funding and is subject to change.
Duties and Responsibilities:

Under the direction of the Counseling Department Chairperson and the Dean of Student Services, duties may include but are not limited to:

- Provide comprehensive counseling services.
- Facilitate accommodations; make service referrals to students with physical, learning, and psychological disabilities.
- Maintain confidential counseling records per Division requirements.
- Assist students to identify and use college services, examples include but are not limited to matriculation and registration assistance, assistive technologies, note taking and test accommodations.
- Implement the intake process for the DSPS Office.
- Determine and document educational limitations and appropriate accommodations for students in the DSPS program.
- Teach DSPS related Learning Skills classes.
- Assist students to clarify and identify educational goals, develop student educational plans and contracts, and select appropriate courses to meet goal requirements.
- Conduct student follow up, monitor student progress and academic standing, monitor accommodations and student needs.
- Collaborate with the Learning Disabilities Specialist to formulate strategies to meet student and department needs.
- Assist students with disabilities to transition to and be successful in the college environment.
- Maximize student success by collaborating with other student services and instructional faculty.
- Develop and maintain competency regarding knowledge of College programs, services, policies and procedures.
- Utilize and keep abreast of advanced counseling methods, including the use of technology.
- Perform other related duties as assigned by the supervisor.

Minimum Qualifications:

Applicants must meet the minimum qualifications for DSPS Counselor and Learning Skills Instructor

The minimum qualifications for service as a community college counselor of students with disabilities shall be either (1) or (2) below:

(1) Possession of a master's degree, or equivalent foreign degree, in rehabilitation counseling, or
(2) 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
(3) 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 (Title 5 Section 53414).

The Minimum Qualification for teaching Learning Skills courses shall be either (1) or (2) below:

(1) the minimum qualifications to teach any master’s level discipline in which learning assistance or tutoring is provided at the college where the coordinator is employed; or
(2) a master’s degree in education, educational psychology, or instructional psychology, or other master’s degree with emphasis in adult learning theory.

Desirable knowledge, skills, experience and abilities:

- Paid experience as a Counselor in higher education, preferably at the community college level.
- Demonstrates sensitivity and ability to motivate, counsel, and teach traditionally underrepresented students from educationally disadvantaged backgrounds.
- Knowledge of college and/or community programs that assist students with disabilities.
- Knowledge of computer assistive technology.
- Strong commitment to professional growth and development, and to the continued development and improvement of successful counseling and instruction.
- Ability to plan and implement various counseling related projects and special events.
- Ability to communicate professionally and clearly with students and staff, both orally and in written form.
- Demonstrates ability to establish and maintain positive and effective working relationships with on-campus constituents (including students, faculty administrators and staff), as well as, off-campus community and educational partners.
- Knowledge of the matriculation process as it applies to California Community Colleges.
- Knowledge of educational planning process for Associate degrees, certificates, and university transfer.
Salary and Benefits:

The basic salary range is from $57,120 to $88,932 and an additional responsibility differential of $5064 per year. An excellent package of benefits is provided for employees and their dependents. Coverage includes: medical (choice of plans), dental, vision, employee assistance plan, salary continuation, and life insurance.

Application and Selection Process

Applicants will be required to file the application electronically by using web based software at https://laccd.peopleadmin.com/postings/950 which allows applicants to create an account, upload all required documents as attachments and save their application for future use.

Applicants must submit the following:

• A current resume or Curriculum Vitae
• A detailed letter of interest addressing how the candidate meets the minimum and desired qualification for the position
• Three professional references including the name, position, title, contact information and relationship to the applicant
• Copies of transcripts from accredited institutions with evidence of degrees awarded (official transcripts are required for applicants invited to interview)

The completed application packet must be submitted no later than Monday, July 8, 2013 by 4:00 P.M. to be considered. All materials submitted become the property of the Los Angeles Community College District. Employment is contingent upon verification of qualifications. Immediate filing is recommended. Position is contingent upon available funding. Los Angeles Mission College reserves the right to modify and/or withdraw this position at any time.

Americans with Disabilities Act

Individuals protected by the Americans with Disabilities Act (ADA) may request an accommodation in the selection/interview process with at least three business days’ prior notice. Documentation of the need for accommodation may be requested.

Equal Employment Opportunity (EEO)

It is the policy of the LACCD to provide an educational, employment and business environment free from all forms of discrimination on the basis of race, color, national origin, Ethnic Group Identification, ancestry, religion, creed, sex or gender (including sexual harassment), pregnancy, marital status, medical condition (cancer-related), sexual orientation, age, physical or mental disability, perceived to be in a protected category or associated with those in protected category and veteran status

For any questions regarding this position, please contact Dean L. Villegas-Vidal at villegl@lamission.edu