

Position Information	
Title	Director of Counseling
Job Category	Management
Position Number	
Location	
Job Description	<p>BASIC FUNCTION: Under the direction of the Dean of Student Services is responsible for providing leadership in the Counseling department, work with administrators, faculty and staff to formulate policies for designated programs; determine goals and objectives to support quality instruction and services; provide leadership for support services and articulate and implement an overall vision within the College's strategic plan; assume responsibility for making decisions necessary for the effective operation of student support programs and services; and represent the unit to other segments of the College's internal and external community.</p>
Job Duties	<p>REQUIRED ESSENTIAL DUTIES:</p> <ul style="list-style-type: none"> • Supervise the Yuba College Counseling Department, overseeing faculty and staff evaluations and managing the counseling department budget. • Supervise the Peer Advising Center. • Coordinate and evaluate Program Review, Student Learning Outcomes, Academic Planning, Accreditation, and Budget Development processes associated with assigned departments and areas. • Provide leadership for the development and improvement of programs and services, encouraging innovative strategies and systems for effective service delivery. • Administer categorical programs in accordance with federal, state, and institutional policies and procedures; prepare and recommend budgets for assigned areas and monitor expenditures. <ul style="list-style-type: none"> • Develop and recommend the annual budget for the Counseling Department, ESL Services and Peer Center. • Oversee daily department and office operations for compliance and practical applications of the Counseling Department, ESL Student Services and Peer Center. • Provide leadership in the ongoing development and implementation of the Yuba College Student Success and Support Plan. • Facilitate coordination of the Student Success and Support Plan with the Student Equity and Basic Skills Initiative Plans. • Participate in cooperative agreements and programs with other educational institutions, business and industry, and community-based organizations. • Serve as the representative of counseling concerns and needs and communicate both individual and collective concerns to the Dean of Student Services. • Participate as a regular member of the management group, attending and chairing committees and councils as assigned. • Responsible for coordination and implementation of advisement, and follow-up counseling with students having academic problems, lacking educational objectives, or on academic or progress probation. • Provide leadership in the coordination of articulation function on a college-wide basis. • Conduct in-service training for counselors and counseling staff.

	<ul style="list-style-type: none"> • Supports the implementation of technology in Student Services. • Ensure preparation and delivery of the following: <ol style="list-style-type: none"> 1) orientation, transfer, graduation, and academic probation/dismissal workshops; 2) Guidance courses; 3) small and large group advising/counseling; 4) accurate and updated matriculation and counseling information for the Schedule of Classes and College Catalog. • Conduct studies to evaluate existing counseling services in order to recommend retention, modification, and/or implementation of new services. • Manage day to day Counseling and ESL Student Services. • Perform other related duties as assigned. <p>KNOWLEDGE OF:</p> <ul style="list-style-type: none"> • Organizational and management practices <ul style="list-style-type: none"> • Supervision principles • Planning and budgeting processes. • Oral and written communication skills, including persuasive communication and public speaking. • District organization, operations and objectives. • Electronic and print research resources relative to educational research. <p>ABILITY TO:</p> <ul style="list-style-type: none"> • Establish and maintain effective educational and planning partnerships. • Develop and maintain positive relationships with community leaders, business and industry, labor and local and state officials, regional K-12 school districts, and other institutions of higher education. <ul style="list-style-type: none"> • Work collegially and collaboratively with diverse constituencies, both internal and external. • Communicate effectively both orally and in writing. • Be a strong and articulate proponent of higher education.
Required Qualifications	<p>MINIMUM QUALIFICATIONS: The successful candidate, by the final filing date, must possess the minimum qualifications for Educational Administrators at California Community Colleges:</p> <p>(All degrees and units used to satisfy minimum qualifications must be from accredited institutions).</p> <ul style="list-style-type: none"> • Possession of a Master's degree; <p>AND</p> <ul style="list-style-type: none"> • One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.
Desired/Preferred Qualifications	<ul style="list-style-type: none"> • Experience in academic planning, program development and supervision. • Teaching experience in higher education.

Physical Demands	
Special Conditions for Eligibility	
FLSA	Exempt
Range/Step	Range 11, ESA Salary Schedule
Salary	\$84,337 - \$117,971/YR.
Benefits Information	<p>BENEFITS/SALARY: The District offers a comprehensive benefits package for employees and dependent(s), for positions whose FTE is .60 or higher, valued at over \$20,000 annually with a current a \$266.50 monthly out of pocket expense to employees + dependents for their monthly medical premiums. The package includes health, dental, vision, two (2) life insurance policies and an Employee Assistance program. Additional benefits include contributions to the State Teacher's Retirement System (STRS), 457/403b options, 12 sick days, 22 vacation days, 223 day/12 month contract.</p>
EEO Statement	<p>As an equal opportunity employer with a diverse staff and student population, the Yuba Community College District is committed to creating an inclusive and effective learning and working environment for all.</p>