



# GAVILAN COLLEGE

## **Next Up Counselor/ Coordinator**

PART-TIME FACULTY (0.57 FTE)

Up to 23 hours

Part-Time Faculty Salary Schedule

Starting Salary Range: \$69.66 - \$93.37\*

\*Salary placement determined by documented education and experience

**OPEN UNTIL FILLED**

### **DEPARTMENT:**

Special Programs - Contact: Dean of Student Success and Equity, Special Programs, Carina Cisneros at [ccisneros@gavilan.edu](mailto:ccisneros@gavilan.edu)

### **ABOUT GAVILAN:**

Located in the heart of California between San Jose and Monterey, Gavilan College's main campus in Gilroy serves a diverse student population in a beautiful, park-like setting. In addition, we have campus centers located in Hollister, San Martin, and South San Jose, which offer students a variety of courses and programs. Our community recently voted to pass Measure X, a bond to renovate the main campus and build a full-service campus in Hollister. Gavilan is proud to meet the needs of our growing community, offering high-quality education in more than 70 transfer-related fields and over 30 industry-relevant career pathways; in 2020-21, we awarded more than 600 Associate Degrees and more than 797 career education certificates.

Gavilan College, a Hispanic Serving Institution with a 58% Latinx student population, is committed to achieving educational equity for all students. We work to provide students with a rich and relevant learning experience that emphasizes student engagement in and out of the classroom, encouraging students of all ethnic and socioeconomic backgrounds to realize their goals and become socially responsible leaders. When you join our team at Gavilan College, you will become part of an innovative and equity-focused community that approaches higher education as a matter of social justice requiring broad collaboration among faculty, staff, administration, students, and community partners.

Gavilan College fosters justice, equity, diversity, and inclusion through its Principles of Community. As a member of the Gavilan College community, you will join us in valuing the worth and dignity of every person, the pursuit of truth, devotion to excellence, and the principles of democratic citizenship. All Gavilan employees strive to maintain these ideals in an environment of inclusiveness and mutual respect. We live these shared Principles of Community and work collaboratively to serve as a model of an exemplary, student-centered community-serving college.

### **PART-TIME FACULTY SALARY SCHEDULE:**

The starting credit part-time faculty rate ranges from \$69.66 to \$93.37 per hour-Lecture and \$60.82 to \$65.30 per hour-Lab. Salary placement is determined by documented education and experience; maximum initial salary step placement on the part-time salary schedule is Step 3.

### **THE POSITION:**

Are you interested in creating an exceptional educational environment for students who are part of a dynamic,

inclusive community? If you see yourself as an educator who empowers students of diverse backgrounds to reach their potential, we invite you to apply for this position. At Gavilan College, we welcome your commitment to fostering a learning environment where resources are devoted to developing opportunities for students to break barriers and thrive as scholars and community members.

- This position requires development and review of curriculum, as well as, assessment of student learning.
- The teaching assignment may require teaching lecture-discussion courses during day, evening, or on Saturday and/or in an on-line/distance education format.
- The assignments are based on departmental need on a semester-by-semester basis.
- This position is represented by the Gavilan College Faculty Association.

Under the direction and supervision of the Dean of Student Support, the Next Up Counselor/Coordinator will provide a wide range of program coordination, counseling, and support services to current and former foster youth. This position will provide specialized support using a trauma-informed, case-management approach to supporting current and former foster youth. Perform core counseling functions: academic, career, and personal counseling as well as crisis intervention and outreach. May work a flexible schedule that may include summer, evening, weekend, on- and off-campus assignments.

### **IDEAL CANDIDATE:**

Gavilan College is committed to recruiting individuals that embody our Principles of Community by:

- actively demonstrating a commitment to embracing and celebrating diversity;
- committing to collaboration, effective communication and the development of strong working relationships;
- promoting purposeful inclusion of all groups and the free exchange of ideas in a respectful, trusting and considerate environment; and
- demonstrating a commitment to an environment where all students achieve their goals and have access to equitable resources and opportunities.

The ideal candidate for this position is an equity-minded individual who understands the importance of holding ourselves accountable for closing equity gaps and engaging in equitable practices both in and out of the classroom. Gavilan strives to attract candidates who view the elimination of inequities as an individual and collective responsibility and who are able to reframe inequities as a problem of practice. In addition, the ideal candidate is able to demonstrate a commitment to student-centered teaching practices, effective cross-disciplinary and cross campus collaboration, transparent decision-making, and purposeful service to the community. The ideal candidate will embrace the role of an educator who is continually learning anti-racist pedagogy and adapting to the needs of a diverse student population.

### **DUTIES AND RESPONSIBILITIES:**

The Next Up Counselor/Coordinator is responsible for providing and coordinating delivery of core services which will occur both on-campus and off-campus in multiple ways: in-person, on-line/virtual, individual and group meetings, workshops, and other innovative ways. Duties include, but are not limited to:

- Coordinate NextUp activities and student services to support eligible (current and former) foster youth student success and retention.
- Provide personal, career, and educational counseling to current and former foster youth students.
- Conduct outreach activities and assist foster youth with verifying eligibility for services and matriculating into the college.

- Establish a rapport with students; monitor and track students' academic progress to ensure attainment of educational goal.
- Maintain contact with students throughout their enrollment; and use an early alert system to ensure student persistence and success.
- Coordinate access to basic needs such as food, housing, and transportation and health services as they relate to our foster youth population.
- Facilitate access and exposure to career, leadership and enrichment events and conferences.
- In collaboration with the college administration, EOPS and other counselors, develop effective retention and engagement efforts to support success of Foster Youth.
- Address the counseling and advising needs of students; Prepare multi-year academic plans for graduation and transfer.
- Serve as a liaison with on-campus and off-campus agencies that support youth in care i.e., Financial Aid, Accessible Education Center, social service and community agencies.
- Participate in internal and external meetings with foster youth support network and partner agencies.
- This position may teach counseling, career, and orientation courses related to the assignment as appropriate.
- Other duties as assigned.
- Standard duties expected of all faculty include development and evaluation of curricula, maintaining scheduled office hours, attending department and division meetings, pursuing professional growth activities, service on district and/or college committees, and performing other duties consistent with the role of faculty.

### **EMPLOYMENT STANDARDS:**

#### **Ability to:**

- Work with students who have been impacted by trauma and abuse.
- Coordinate a comprehensive student support program for eligible students.
- Serve as a liaison and network with on and off campus programs and agencies that provide services to Foster Youth.
- Organize and coordinate events.
- Demonstrate excellent verbal, written, interpersonal, and facilitation skills both in-person and online/virtually.
- Compile data and complete reports on the status of students served by the Next Up Program.
- Collaborate with other departments to facilitate student support services.

#### **Experience/Knowledge of:**

- Challenges experienced by foster youth and trauma-informed communication practices.
- Experience developing and conducting academic and personal development opportunities and activities specific to the needs of foster youth.
- Policies and procedures related to the Family Educational Rights and Privacy Act of 1974 (FERPA) and Title 5 regulations as they pertain to a student's right to privacy; community resources and services available to foster youth.
- Programs and services from which Foster Youth students can receive assistance.
- Principles of student engagement, development, and retention
- Knowledge of and experience in consensus building within a diverse educational environment.

### **MINIMUM REQUIREMENTS:**

Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, marriage and family therapy, or marriage, family and child counseling from an accredited college or university **OR** the equivalent

**AND**

1) Have completed a minimum of nine semester units of college course work predominantly relating to ethnic minorities or persons handicapped by language, social, or economic disadvantages.

**OR,**

2) Have completed six semester units or the equivalent of a college-level counseling practicum or counseling field-work courses in a community college EOPS program, or in a program dealing predominantly with ethnic minorities or persons handicapped by language, social, or economic disadvantages.

**AND**

Two (2) years of occupational experience in work relating to ethnic minorities or persons handicapped by language, social or academic disadvantages.

Foreign Degree Holders: Please see the Required Application Documents section below for important information regarding the evaluation of your foreign degrees.

**FOREIGN DEGREE HOLDERS**

For positions requiring a degree, all foreign degree credentials must be evaluated by a third party to determine the equivalent U.S. degree and major, and the Foreign Credential Evaluation must be attached to your application before your application will be considered. Not attaching your Foreign Credential Evaluation will render your application incomplete. Evaluations should provide the name of the institution attended, a description of your credentials, the major field of study, and the U.S. equivalent for each credential. For a list of evaluating agencies, visit the [State of California Commission on Teacher Credentialing](#). Note: Even if you obtained your graduate degree(s) in the U.S., you must attach a Foreign Credential Evaluation for your undergraduate degree if it was obtained outside the U.S.

**HOW TO APPLY**

If you are interested in this part-time position and meet the minimum qualifications, please submit the following items directly through the CCC Registry Website:

- Apply at: [www.ccregistry.org](http://www.ccregistry.org)
- The following items must be received by CCC Registry:
  1. CCC Registry online application (all sections are required to be completed, Education, Employment History, Professional References, General Information, and Diversity Statement).
  2. Cover letter indicating why you are interested in the position (required)
  3. Current resume (required)
  4. Unofficial transcripts (required - official transcripts will be required if hired for the position)
- Applicants who do not meet minimum qualifications must submit Supplemental Application for Equivalency ([http://www.gavilan.edu/jobs/apps/Supp\\_App\\_Equiv\\_Det.pdf](http://www.gavilan.edu/jobs/apps/Supp_App_Equiv_Det.pdf))

If you have questions related to the CCC Registry or technical aspects regarding submitting application materials on the CCC Registry website, please contact the CCC Registry directly at [registry@yosemite.edu](mailto:registry@yosemite.edu) or call (800) 245-4157

**PLEASE NOTE:** Gavilan College Open Until Filled part-time faculty positions are open to applications on a continuous basis. Although there may not be any current openings, applications will remain on file until the hiring department has an immediate need to add candidates to their pool Screening and interviews can be conducted at any point in time as the hiring department desires.

**NON-DISCRIMINATION**

Gavilan College is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, age, gender, identity, religion, sexual orientation, transgender, marital status, veteran status, medical condition, and physical or mental disability consistent with applicable federal and state laws. If you have a verifiable disability and require accommodation to complete an application please contact the Human Resources Office at (408)852-2823.