



Full-Time Workability III Counselor/Coordinator

Posting Closing Date: Thursday, November 7, 2024

Full-Time Faculty (1.0 FTE)

Non-Tenured Track with Benefits

Full-Time Faculty Salary Schedule

Current Salary Range*: \$67,466.20 to \$99,745.42

***Initial placement above step 6 requires Superintendent/President approval.**

Who We Are

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 2023, we awarded over 1,200 Associate Degrees/career education certificates.

Gavilan College, a Hispanic Serving Institution with a 60% 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.

Ideal Candidate

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

- actively demonstrating a commitment to understanding and serving community college students who are diverse in socioeconomics, culture, ability, age, and ethnicity;
- 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
- prioritizing equity in developing and strengthening curriculum, programs, and student support services.

The ideal candidate for this position is an educator who actively embraces building a Workability III program to serve populations historically underrepresented and underserved in higher education. With knowledge of both the strengths embodied by our diverse students and the barriers they face, the ideal candidate is well-poised to teach, support, and mentor Gavilan students. The ideal candidate desires connection with students and the community beyond the classroom and works to foster cross-cultural and anti-racist collaboration whether through creating research, scholarship, media, art, or cultural/political engagement opportunities. In joining Gavilan College, the ideal candidate thrives as a faculty member continually striving to employ anti-racist pedagogy and develop success strategies to meet the needs of historically underserved students.

The Position:

Under the administrative direction of the Director, Accessible Education Center (AEC), the Workability III Counselor, will provide the complete range of counseling, accommodation and support resource services offered by the AEC at Gavilan College. Most of this time will be spent assisting with the implementation of the Department of Rehabilitation (DOR) consumers IPE and AAP within the Gavilan College Workability III Program.

DESIRABLE ATTRIBUTES

- Ability to organize, demonstrate and explain materials which correspond with students' abilities, levels of preparation, and learning styles.
- Experience in counseling, supporting employment or instruction of persons with disabilities.
- Experience with learning disabilities assessment interpretation;
- Experience and knowledge of computer applications and technology related to vocational exploration;
- Knowledge of Department of Rehabilitation programs and services;
- Demonstrated ability related to organizational detail, documentation and follow-through related to working with students in special education.
- Experience developing student vocational plans and career goals in preparation for community employment.
- Ability to work collaboratively and effectively on an interagency team.

REQUIREMENTS

Educational and Professional Requirements

- Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Master's, or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology or rehabilitation counseling; **AND** 15 semester units of upper division or graduate study in the area of disabilities.

Essential Duties:

The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title:

- Utilize an equity-minded framework that ensures WAIII services and processes are designed and delivered to meet the diverse needs of students;
- Provide specialized academic, career, personal, and disability management counseling to students with disabilities from diverse backgrounds;
- Evaluate verification of disability documentation, identifying educational limitations and arrange for appropriate and reasonable accommodations which address those limitations;
- Develop Academic Accommodation Plans (AAPs) and Student Educational Plans (SEPs) for students with disabilities;
- Facilitate and coordinate accommodations, such as testing accommodations, note taking, alternate media, adaptive equipment, ASL interpreting, etc.;
- Collaborate with others to plan and provide students with support in navigating the college processes related to enrollment, matriculation and onboarding;
- Utilize case management platforms effectively to monitor students' academic performance and progress in degree objectives to facilitate use of services and successful attainment of student/program objectives;
- Maintain accurate WA III service records and complete mandated reports for DOR consumer referrals;
- Serve as an advocate for students with disabilities to facilitate equitable access to programs;
- Perform pre-employment services which include creating a resume, cover letter, master application, references, interviewing skills, and job seeing skills and assist with job development/placement;
- Work collaboratively with Department of Rehabilitation (DOR) to support consumer referrals and participate in interagency meetings;
- Provide liaison services between students with disabilities, faculty, staff, and appropriate campus and community support systems;
- Teach courses in the Counseling-Guidance discipline; participating in curriculum development, outcomes assessment and program review process.
- Assignments in a variety of settings and times, including evening and/or weekends, on-line or off-campus and large group instruction classes as needed; and
- Participate in campus shared governance and contribute to department and campus-wide student success initiatives.
- Participate in ongoing professional learning, particularly around anti-racism, diversity, equity, and inclusion.
- Adhere to department, division, and campus policies and procedures for faculty employees.

Physical Characteristics:

- Hearing and speaking to exchange information.
- Vision sufficient to read various materials.
- Dexterity of hands and fingers to perform the tasks required of the position.
- Regularly stand, walk, and sit for extended periods of time.
- Bending at waist, kneeling, or crouching.
- Reaching overhead, above the shoulders, and horizontally.
- Lifting and carrying objects up to 20 lbs.

APPLICATION PROCESS:

To be considered for this excellent opportunity, please submit **ONLY** the following items directly through the CCC Registry Website at www.ccregistry.org no later than **5:00pm on Thursday, November 7, 2024**.

1. CCC Registry online application (all sections are required to be completed, Education, Employment History, Professional References, General Information, and Diversity Statement). Apply at www.ccregistry.org *
2. Please include a two-page cover letter demonstrating how your background, experience, and future goals as an educator embody the ideal candidate statement on the job announcement.*

3. Abbreviated Curriculum Vitae or Resume*
4. Unofficial transcripts* (official transcripts will be required if hired for the position)

**Denotes application materials that are required for full consideration.*

Applicants who do not meet minimum qualifications must submit a Supplemental Application for Equivalency: https://www.gavilan.edu/jobs/apps/Supp_App_Equiv_Det.pdf

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.

As an equal opportunity employer, we are required to compile summary data on applicants. We are requesting your assistance in providing the information on the personal and ethnicity section of your CCC Registry profile. The completion of the questionnaire is voluntary. The form will remain in the Human Resources department and will be kept confidential and separate from all hiring documents. It will not be forwarded to those making employment decisions.

If you have questions related to the CCC Registry or technical aspects regarding submitting application materials on the CCC Registry website, please contact the Human Resources department at 408-848-4755 or at hr@gavilan.edu.

If you have a verifiable disability and require accommodation to complete the application process, please contact the Human Resources Office at (408) 852-2823.

Please be aware, the District does not reimburse for expenses related to the recruitment process.

NON-DISCRIMINATION

Gavilan Joint Community College District 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, gender identity, religion, sexual orientation, transgender, marital status, veteran status, medical condition, physical or mental disability and any other status protected by applicable federal and state laws. Applicants who require accommodations to complete the application or interview process, please contact the Human Resources Office at (408) 852-2823 for assistance.