



GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

**JOB DESCRIPTION: COUNSELOR (REGULAR AND CONTRACT)**

I. General Responsibilities

Under administrative leadership, it is the responsibility of the regular contract counselor to participate in the planning, development, implementation and evaluation of counseling and student development that will result in educational, personal and vocational development of students and support advancement of the visions, missions, and values of the colleges and District.

II. Specific Responsibilities

Responsibilities designated with an asterisk are primary to the counselor role. All other listed professional responsibilities are examples of activities which are part of the unique role of each counselor and is reflective of their individual expertise and interests.

A. Educational Counseling

- \*1. Provide educational counseling for prospective, new and continuing students.
- \*2. Assist in the articulation process which assures smooth transfer of high school students into the community colleges and appropriate transition of community college students into baccalaureate institutions.
- \*3. Assist students in the development of their individual educational plans and goals.
- \*4. Serve as liaison counselor to District high schools.
- \*5. Serve as liaison to college divisions/departments.
- \*6. Participate in the implementation of district policies governing student matriculation and graduation.
- \*7. Employ knowledge and skills necessary to counsel students about District programs and transfer requirements to baccalaureate institutions.
- \*8. Conduct group orientation sessions.
- \*9. Provide counseling for students on academic lack-of-progress probation.
- \*10. Teach Personal Development classes in accordance with division needs.
- \*11. Participate in required and scheduled Professional Development week activities each semester in compliance with contractual agreement.
12. Assist in the planning, development and implementation of programs designed to encourage the success and retention of students.

- \*13. Attend and participate in department/division meetings.
- 14. Participate in articulation activities and the coordination of inter-divisional and intra-divisional learning activities.
- 15. Participate in advisory committee meetings for divisional programs.
- \*16. Provide counseling for special populations to include veterans, foreign students, and non-traditional studies.
- \*17. Participate in student outreach programs.
- \*18. Participate in student orientation and registration.
- \*19. Participate in "drop in" counseling.
- 20. Cooperate with other services, programs, "and departments in identifying and working with students with special needs.
- 21. Develop effective curriculum
- 22. Participate in college information and career fairs.

**B. Career and Occupational Counseling**

- \*1. Provide career counseling through Personal Development classes, individual appointments, vocational tests, or other career guidance systems.
- \*2. Provide counseling to meet career or occupational objectives.
- \*3. Provide assistance in job search and job retention skills.
- \*4. Work cooperatively with Student Placement and Career/Transfer Information Centers.

**C. Personal Counseling**

- \*1. Provide individual counseling to assist students in resolving personal problems.
- \*2. Accept referrals from teaching faculty and other college personnel.
- \*3. Confer with teaching faculty regarding individual students when appropriate.
- \*4. Refer students to campus support services.
- \*5. Refer students to community agencies.
- 6. Provide crisis intervention and support.

D. Evaluation

1. Participate in follow-up studies of former students.
2. Participate in evaluation of counseling services and programs.
3. Participate in evaluation of equipment's, supplies, tests, and other materials used on the job.
4. Participate in the follow-up of students relative to educational goals.

E. Professional Development

1. Continue to develop professional skills and knowledge.
2. Attend/participate in professional skills and knowledge.
3. Participate in planning, developing and implementing staff development programs.
4. Participate in institutional research activities and grants.

F. Professional Responsibilities

1. Attend commencement ceremonies and convocations.
2. Participate in the process of shared governance by contributing to the academic community through committee work on the department, division, college and/or district level, or participate in other significant, non-classroom college, district or community activities.
- \*3. Keep official records and collect data required by District policy and administrative procedure; submit records and data in accordance with college procedures.
4. Supervise student assistants and professionals.
- \*5. Provide for the proper use, care and security of equipment.
- \*6. Submit requisitions for textbooks and instructional materials in a timely manner.
- \*7. Report absences due to illness or personal necessity to the division dean or designated office; advise management of intended date of return to assigned duties.
8. Provide recommendation for purchase of educational, instructional and counseling supplies and equipment.
9. Consult with management on division personnel needs; assist with preparation of position descriptions and serve on screening/interviewing committees as needed.

- \*10. Adhere to the counselor work schedule as defined by the negotiated contract.
- 11. Provide counseling resources for faculty and classified staff.
- \*12. Participate in the tenuring process.
- 13. Participate in the evaluation of regular and adjunct faculty.