

APPENDIX D

COUNSELOR

Introduction:

Counselors are members who are assigned a majority (i.e., 50% or more) of their time to counseling or closely related activities.

The duties of the counseling faculty consists of counseling related assignments and other responsibilities which are necessary for the effective and efficient operation of the member's department, division, college and the District which total a minimum of thirty-two point eight (32.8) hours per week in accordance with Article 17.

Duties and Responsibilities:

Counseling duties and responsibilities are assigned in accordance with Article 17 and may consist of one or more of the following.

1. Counsel and advise students, on both an appointment and a drop-in basis.
2. Perform specialized work duties as necessary during registration periods.
3. Provide formal in-service training.
4. Participate in program/service development activities.
5. Coordinate efforts of counseling faculty to complete Program Review and participate in the process of SLO assessment and evaluation and use the results of these assessments in the process of continuously improving student learning.
6. Perform other duties as required for the department and/or college.
7. Counselors may also be assigned to teach one or more counseling courses during a semester.
8. Counselors have the option of teaching outside their primary area on an overload basis. To be eligible for an assignment outside their area of primary responsibility, they must qualify through the established guidelines.
9. Counselors who teach courses must comply with the same duties required of the instructors as outlined in their job description, including office hours in accordance with Article 100.7.

In addition to the counseling related duties outlined above, members of the counseling faculty are expected to perform institutional responsibilities as delineated in Articles 17 and 21.