

PROFESSIONAL DUTIES - COUNSELORS

The professional duties listed are those for which Counselors are assessed and compensated*. Department assignments may be more specific. These professional duties will be performed under the supervision of Management.

All Counselors shall perform their duties in a professional manner during the course of the academic year, including the following:

1. Provide services to students in a manner which does not discriminate as to race, creed, religion, color, national origin, disability, age, sex, sexual preference or marital status.
2. Remain current in their respective fields.
3. Maintain College safety standards in their work areas; ensure that students are trained in good safety practices; and make reasonable efforts to ensure that students follow good safety practices. (See Article 27.4, Faculty/AP Agreement.)
4. Comply with published College Policies and Procedures. Management will notify employees of those policies and procedures applicable to their work.

Full-time and part-time Counselors will be assigned the following duties according to the needs of the department and the abilities of the individual. Part-time Counselors may not be required to perform the duties, 1 and 2 (below), and will be compensated if performance of these duties is directed by the Administrative Supervisor.

1. Attend and participate in college-wide, campus/center division, department and program meetings and activities.
2. Serve on subject area committees and/or such other College committees as may be assigned.
3. Assist in the recruitment of students.
4. Provide professional assistance to staff and students, including mentoring.
5. Provide information and assistance on College operations as may be requested.
6. Compile and/or research data as may be assigned.

Counselors, consistent with the requirements and standards of the department and the qualifications of the individual Counselor, shall:

1. be responsible for counseling and guiding any assigned or requesting students and special program students in meeting their respective educational, personal, social and vocational goals, using judgment consistent with standards of the American Counseling Association, and based upon adequate knowledge of counseling practices, methods, techniques, interpersonal relationships and community resources. This includes providing registration, advising and guidance assistance to students.
2. administer and/or interpret appropriate standardized tests that are made available by the counseling department.
3. provide evaluation of learning problems through the use of tests, counseling and consultation.
4. assist Management in revising, updating and evaluating career exploration and testing programs.
5. provide consultative support services to College staff.
6. provide group counseling sessions, seminars, workshops and career or personal development classes. The individual Counselor's preference shall be given serious consideration in making assignments. For full-time Counselors, assignments to career or personal development classes shall not exceed 20% of the term workload, without the consent of the individual Counselor. When assigned teaching responsibilities as a part of their direct services workload, Counselors will be allowed one hour of office time per week for every three teaching contact hours per week. This will be credited to the Counselor's direct service time and not against their weekly non-student contact time. When part-time Counselors teach these courses, they will be compensated as Instructors for the assignment.