We are accepting applications on an on-going basis for future consideration into the Eligibility Pool. The number of vacancies is dependent on student enrollment, College resources, needs, and Board of Trustees’ approval. When no review date is listed for a Counselor position, the position is open until filled. Your application cannot be considered until all required documents have been received.

**POSITION AND RESPONSIBILITIES**

Pasadena City College is hiring part-time DSPS Counselors.

**MINIMUM QUALIFICATIONS**

Possession of a California Community College Counselor Credential;

The minimum qualifications for service as a community college counselor of students with disabilities shall be satisfied by meeting one of the following requirements;

Possession of a master’s degree, or equivalent foreign degree, in rehabilitation counseling,

OR - Possession of a master’s degree, or equivalent foreign degree, in special education, and twenty four or more semester units in upper division or graduate level course work in counseling, guidance, student personnel, psychology, or social work;

OR - A master’s degree in counseling, guidance, student personnel, psychology, career development, or social welfare; and either twelve or more semester units in upper division or graduate level course work specifically in counseling or rehabilitation of individuals with disabilities, or two years of full-time experience, or the equivalent, in one or more of the following:

(A) Counseling or guidance for students with disabilities; or

(B) Counseling and/or guidance in industry, government, public agencies, military or private social welfare organizations in which the responsibilities of the position were predominantly or exclusively for persons with disabilities.

(b) The minimum requirements for service as a community college faculty member teaching a credit course in adapted physical education shall be the minimum qualifications for an instructor of credit physical education, and fifteen semester units of upper division or graduate study in adapted physical education.

(c) The minimum requirements for service to work with students with speech and language disabilities shall be satisfied by meeting the following requirements:

(1) Possession of a master’s degree, or equivalent foreign degree, in speech pathology and audiology, or in communication disorders; and

(2) Licensure or eligibility for licensure as a speech pathologist or audiologist by the Medical Board of California.

(d) Except as provided in Subsections (a) through (c) above, the minimum requirements for service as a community college faculty member to provide credit specialized instruction for students with disabilities shall be satisfied by meeting the following requirements:
Possession of a master’s degree, or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; and

(2) Fifteen semester units of upper division or graduate study in the area of disability, to include, but not be limited to:
(A) Learning disabilities;
(B) Developmental disabilities;
(C) Deaf and hearing impaired;
(D) Physical disabilities; or
(E) Adapted computer technology.

(e) The minimum qualifications for service as a faculty member to provide noncredit specialized instruction for students with disabilities shall be any one of the following:

(1) The minimum qualifications for providing credit specialized instruction for students with disabilities as specified in this section.

(2) A bachelor’s degree with any of the following majors: education of students with specific or multiple disabilities; special education; psychology; physical education with an emphasis in adaptive physical education; communicative disorders; rehabilitation; computer-based education; other computer-related majors which include course work on adapted or assistive computer technology for students with disabilities; other majors related to providing specialized instruction or services to persons with disabilities.

OR - The equivalent (Applicants that do not meet the minimum qualifications and request to be considered under equivalent qualifications are reviewed by a five-member committee from the Academic Senate before an invitation to interview can be extended);

AND - The ability to demonstrate clear evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

(NOTE - A bachelor’s degree with any of the following majors: education of students with specific or multiple disabilities; special education; psychology; physical education with an emphasis in adaptive physical education; communicative disorders; rehabilitation; computer-based education; other computer-related majors which include course work on adapted or assistive computer technology for students with disabilities; other majors related to providing specialized instruction or services to persons with disabilities.)

ASSIGNMENT AND SALARY
Adjunct counselors may not work more than 67% of the full-time equivalent load of regular full-time counselor.

Successful applicants will be paid at an hourly rate to be determined from the Adjunct Nonteaching Semester Counselor Salary Schedule which is available online at compensation salary schedule.

MISSION
The mission of Pasadena City College is to provide a high quality, academically robust learning environment that encourages, supports and facilitates student learning and success. The College provides an academically rigorous and comprehensive curriculum for students pursuing educational and career goals as well as learning opportunities designed for individual development. The College is committed to providing access to higher education for members of the diverse communities within the District service area and to offering courses, programs, and other activities to enhance the economic conditions and the quality of life in these communities.
APPLICATION AND SELECTION PROCESS

Pasadena City College utilizes an online application process. Hard copy, e mailed, or faxed resumes are not accepted. You can apply for a position from any computer with Internet access. All materials are submitted electronically through PCC’s Applicant Tracking System (ATS) at www.pasadena.edu/hr. Please keep in mind the following:

- If you do not follow the process or your application/resume is incomplete, your information will not be processed.
- The hiring committee will review, evaluate, and consider applications and supporting materials received by the deadline. Meeting the minimum qualifications for a particular position does not assure the applicant an interview. After a review of applications received, the District may require the completion and submission of supplemental documents prior to the interview process. A teaching demonstration may be required at the interview stage. It is, therefore, important that the application be thorough and detailed.
- While the acceptance of the application packet is done through PCC’s Talent Applicant System (ATS), all hiring decisions are made by a hiring committee.
- Once applications are submitted they are final. Please carefully review your application and the documents which you are attaching to make sure that they are free from errors and complete. If you require assistance, please contact the Human Resources office at 626-585-7388.

All materials listed below are required for your application packet to be considered complete:

1. Resume
2. Transcripts verifying education and degree(s) required for this position. Unofficial copies may be submitted for application purposes, however official transcripts must be submitted upon offer of employment. Copies of diplomas are not acceptable in lieu of transcripts. **Foreign transcripts and degrees require official certification of equivalency to U.S. transcripts and degrees by a certified U.S. review service at the time of application.**

After a review of applications received, the District may require the completion and submission of supplemental documents prior to the interview process. A teaching demonstration may be required at the interview stage.

Positions are open until filled. The department may review materials at any time based on enrollment needs. Human Resources will contact selected applicants for the interview process. **Qualified applicants who successfully complete the selection and interview process will be placed in the eligibility pool and may be eligible for adjunct employment with the District anytime within the next 36 months.**

ADDITIONAL INFORMATION

- Successful applicants must provide proof of eligibility to work in the United States.
- Applicants must be available for interviews at Pasadena City College at no cost to the District.
- Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Office of Human Resources directly at (626) 585-7388.
- The Pasadena Area Community College District does not discriminate in the educational programs and activities operated by the District or in employment procedures and practices of the District. The Policies of Title IX as developed to date are available for inspection during normal business hours at the District office at 1570 E. Colorado Blvd., Pasadena, CA 91106.
- Crime awareness and campus security information are available from Campus Police. (Public Law 101-542)
- The Pasadena Area Community College District is an equal opportunity employer. The District encourages applications from underrepresented minorities and the disabled.
- An applicant, who attempts to contact individual Board members or members of the screening committee with the intent of influencing the decision of the committee or the Board, will be disqualified. General inquiries regarding the position and/or District employment should be directed to the Office of Human Resources.