

SOUTHWESTERN COLLEGE
Counseling Faculty – Full Time

JOB DESCRIPTION

REPORTS TO: Counseling Program Chair

DEFINITION: Counseling Faculty will support the Counseling Program Chair in the development, implementation, and ongoing assessment of the core curriculum for the Counseling and Art Therapy/Counseling Programs at Southwestern college. Teaches full time online (9 credit hours per quarter) and is responsible for developing online asynchronous courses, while also mentoring adjunct faculty, participating in program assessment, and providing leadership as the counseling program works towards achieving and maintaining CACREP accreditation.

DUTIES & RESPONSIBILITIES:

1) Transformational Teaching

- Provides instruction for up to 9 credit hours per quarter, including class preparation, grading, and keeping track of student attendance online via Populi.
- Course Leadership and adjunct faculty mentoring for a minimum of 6 courses identified by the Counseling Program Chair and/or Academic Council.
- Responsible for developing and maintaining online curriculum for asynchronous counseling program.
- Participates in curriculum development and syllabus revision under direction of the Counseling Program Chair and/or Academic Council.
- Monitors classroom participation, and overall student engagement, including disposition and professional fitness.
- Responds to student feedback regarding the quality or content of classroom instruction in a timely manner.
- Utilize online learning management system to provide instruction, communicate with students, monitor student participation, and review and grade assignments.
- Serves as a counseling program specific and career advisor for an assigned number of students.
- Participates in faculty mentoring in order to deepen knowledge and understanding of transformational teaching and learning and to continuously improve transformational teaching skills.

2) Administration Tasks

- Adheres to faculty policies and procedures outlined in the Faculty Handbook.
- Fulfills obligations as outlined in faculty contracts and/or job descriptions.
- Provides leadership, direction and accountability for CACREP accreditation process.
- Communicates any student concerns directly to the Counseling Program Chair and Student & Career Services Director.
- Collaborates with members of Academic Council, Student Success Team, and other college staff regarding student concerns and advisement.
- Attends program/department meetings, monthly faculty meetings, annual faculty retreats, Online Learning Work Group meetings, Graduation, and other college events and meetings as assigned.
- Submits required text information to administration for inclusion in quarterly book list.
- Participates in ongoing student learning outcomes assessment activities including Learning Circles.
- Participates in ongoing reaccreditation activities, including site visits, surveys, etc. as requested by the college.
- Follows professional ethical and regulatory guidelines of higher education, including FERPA, and other applicable professional areas related to course instruction.

3) Networking and Professional Development

- Maintains appropriate licensure and insurance as per course requirements.
- Maintains membership in appropriate professional organizations and seeks opportunities to deliver presentations and professional development trainings regionally, nationally, and internationally.
- Follows professional ethical and regulatory guidelines of higher education, including FERPA, and other applicable professional areas related to course instruction.
- Honors multicultural community needs, including appropriate gender pronouns, ADA accommodations, and non-discriminatory practices as defined by college policy
- Assists in marketing initiatives on behalf of Southwestern College when needed, including social media, blogging, and related activities.
- Mentors and encourages students to participate in professional development, organizations and conferences.
- Pursues and maintains community partnerships within the human services, social work, and counseling fields locally and nationally.

QUALIFICATIONS:

- Ph.D. in Counselor Education from a CACREP accredited program.
- Independently licensed professional counselor.
- Minimum of three years of experience in clinical mental health counseling.
- Asynchronous online teaching experience using transformational and experiential pedagogy.
- Holds and maintains licensure and/or appropriate credentials when required for specific course.
- Ability to work effectively with culturally diverse students, staff, and faculty.
- Familiarity with professional standards and accreditation requirements for counselor practicum and field training.
- Excellent interpersonal and communication skills, both oral and written.
- Organizational and time management skills, ability to handle multiple tasks and meet deadlines.
- A working knowledge of the mission of Southwestern College.

I have reviewed this job description and am able to fulfill all tasks and duties included in this job description.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____