

**SOUTHWESTERN COLLEGE**  
**Interim Counseling Program Chair**

**JOB DESCRIPTION**

**REPORTS TO:** Vice President of Academic Affairs & Dean

**DEFINITION:** The Interim Counseling Program Chair is a 30 hour per week salaried faculty and administrative staff appointment with benefits.

**CHIEF RESPONSIBILITIES:**

**1) Education & Supervision**

- Teaches up to 8 Counseling classes annually over four quarters or equivalent teaching load.
- Responsible for curricular content in core curriculum and upper level Counseling courses, including course consistency across multiple sections.
- Reviews Counseling curriculum and syllabi to maintain consistent educational standards.
- Responsible for review and approval of any changes to existing course syllabi.
- Keeps up with CACREP requirements and translates this into curriculum updates.
- Coordinates all aspects of syllabus development and delivery by scheduling and conducting meetings of different faculty delivering different sections of the same course.
- Develops syllabi for independent studies and other courses as needed by alumni seeking licensure.
- Provides leadership for the selection of part-time core curriculum and Counseling faculty (recruiting, interviewing, assigning to classes).
- Serves as Course Leader for core curriculum and Counseling faculty, including coaching and mentoring new faculty, conducting quarterly reviews of their student evaluations of instruction and quarterly reviews of their Midterm checks, as well as being highly responsive to any other student feedback regarding the quality or content of classroom instruction.
- Coordinates student learning outcomes assessment for ongoing program improvement.
- In collaboration with the VPAA & Dean, oversees required accreditation tasks.
- Fulfills class preparation and grading tasks.
- Advises and assesses students in the Counseling Program.
- Evaluates Year One core curriculum written examinations.
- Evaluates Year Two written and oral competency examinations.
- Conducts exit interviews for graduating students.
- Works in collaboration with the Clinical Director of Tierra Nueva and Chair of Art Therapy/Counseling to assure the quality and cohesion of clinical training in the Counseling Program.
- Co-supervises the Internship Liaison Supervisor.
- Provides supervision for interns at Tierra Nueva Counseling Center as needed.
- Provides student success coaching as needed.

**2) Administration**

- Attends and actively participates in nine monthly faculty meetings per year.

- Sits on key committees, including: Tierra Nueva Counseling Center (TNCC) Leadership, Academic Council and Reaccreditation Task Force.
- Participates in Southwestern College activities such as new student orientation, practicum student orientation, graduation, public lectures and related activities.
- Helps develop quarterly course schedule in conjunction with Academic Council.
- Tracks and approves guest speakers, substitute instructors, and any other instructor concerns in the Counseling Program.
- Keeps abreast of current literature and resources in Counseling and makes recommendations to the Library for additions to the Counseling book and media collections.
- Manages the budget for the Counseling Program.

### **3) Networking and Professional Development**

- Helps to identify potential internship sites for Counseling students.
- Attends professional conferences as approved by supervisor.
- Maintains membership in appropriate professional organizations and makes presentations regionally, nationally, and internationally as appropriate opportunities arise.
- Assists in marketing initiatives on behalf of the Counseling Program, including social media, blogging, and related activities.
- Encourages and helps provide opportunities for students to be engaged in professional organizations and attend professional conferences.

### **QUALIFICATIONS:**

- Master of Arts degree in Counseling, Counseling Psychology, Counseling Education or a related degree (Doctoral degree preferred).
- Independently licensed with a minimum three years' experience providing clinical supervision.
- Prior experience as a program administrator.
- Familiarity with standards in Counseling Education.
- Familiarity with professional and licensing requirements for professional counselors.
- Knowledge of state and local laws and professional ethical standards in counseling.
- Ability to work with culturally diverse students, staff, and populations.
- Familiarity with professional standards for counselor practicum and field training.
- Experience managing budgets and/or a business.
- Excellent interpersonal and communication skills, both oral and written.
- Organizational and time management skills, ability to handle multiple tasks and meet deadlines.
- Excellent with follow-through and persistence when corresponding with educational stakeholders, prospective students, faculty, and school administration.
- A working knowledge of the mission of the College.

I have read this job description and fully understand the requirements of this position. I am aware that the above statements reflect the general duties and responsibilities considered necessary to perform the

essential functions of the job and that I may be responsible for performing other duties as assigned. I am able to perform the essential duties described here.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rev. May 2018