



## **COUNSELING PROGRAM CHAIR JOB DESCRIPTION**

**REPORTS TO:** Dean of the College/Chief Academic Officer

**DEFINITION:** The Counseling Program Chair is a faculty appointment with administrative responsibilities and whose employment is covered under the SWC Staff Handbook with additional specific duties outlined in the Faculty Handbook.

### **RESPONSIBILITIES:**

**Teaching:** Teaches a minimum of 6 units or Practicum & Lab each quarter (summer, fall, winter, & spring).

#### **Leadership/Program Administration:**

- Provides overall leadership for all aspects of the Counseling Program to include curriculum, instruction, and internship experiences.
- Provides leadership for Counseling Program strategic planning.
- Serves on Academic Council and on various other committees and task forces as needed.
- Creates the agenda in partnership with counseling faculty and facilitates regular Counseling Program meetings.
- Coordinates and facilitates Counseling Program Advisory Council meetings with stakeholders per CACREP accreditation requirements.
- Participates in monthly college-level faculty meetings.
- Participates in College activities such as new student orientation, graduation, and other community events.
- Prepares annual program budget and monitors its administration.
- Keeps the College Catalog current by tracking that all Counseling Program changes are entered into the catalog in a timely manner.
- Takes leadership roles in special projects involving the program such as pursuing grants and developing partnerships.
- When providing direct supervision to students in practicum or internship at Tierra Nueva Counseling Center, participates in weekly clinical team meetings with the Clinical Director.

#### **Faculty Recruitment, Supervision, and Evaluation:**

- Recruits, interviews, and recommends adjunct faculty for hiring to Academic Council.
- Reviews midterm feedback and end of course evaluations and addresses concerns with Counseling faculty.

#### **Program/Curriculum Development:**

- Serves as course leader for specific counseling courses to provide consistent instructional quality through oversight of syllabi and selecting faculty to teach courses.
- Supports faculty retention through faculty training, coaching, and mentoring.
- Keeps abreast of current literature and resources in counseling and makes recommendations to the library for additions to the collection of books, videos, and scholarly resources.
- Leads the process of reviewing, evaluating, and revising curriculum and syllabi to maintain alignment with required competencies and standards for CACREP, Institutional Learning Outcomes, Program Learning Outcomes, and overall program/curriculum quality.
- Presents program/curriculum changes to Academic Council for review and approval as required.

**Student Support/Evaluation/Assessment:**

- Assists in recruitment activities.
- Evaluates ePortfolio submissions.
- Conducts exit interviews as requested by students.
- Provides supervision for counseling interns at Tierra Nueva Counseling Center as needed.
- Provides student advisement as per the Faculty Advisement policy.
- Reviews transfer credit, course substitutions, petitions for program exception, petitions for incomplete, transfer credit, notices of academic concern, professional fitness concerns, and addresses student concerns
- Supports the professional development and participation of students in professional organizations and at professional conferences

**Continuous Quality Improvement/Accreditation:**

- Develops and maintains a program assessment system (collects, analyzes, and uses data to inform program decisions/continuous quality improvement).
- Participates in college-wide assessment meetings and data conversations
- Provide oversight and leadership for CACREP accreditation process
- Conducts program review (every three years) in collaboration and coordination with program faculty.
- Coordinates and collaborates with Art Therapy/Counseling Program Chair to ensure alignment with required standards (CAAHEP/ACATE & CACREP) and development, review and revision of core curriculum and courses.

**Professional:**

- Networks to support development of practicum and internship sites and supervisors.
- Maintains membership in appropriate professional organizations.
- Assists in marketing initiatives on behalf of the Counseling Program, including writing blogs for the website.

**Performs other duties as assigned.**

**QUALIFICATIONS:**

**Required:**

- PhD in Counselor Education from a CACREP accredited program\*.
- Holds or is eligible for an LPCC in New Mexico with a supervision designation.
- At least three years of direct client service in clinical mental health including supervision.
- Extensive knowledge of standards for professional preparation counseling.
- Graduate teaching experience in both in-person and online modalities.

\*Candidates with related PhDs, who have taught full time for at least one year in a counselor education program prior to July 1<sup>st</sup>, 2013, will also be considered.

**Preferred:**

- Academic program leadership/management experience including supervising and mentoring faculty
- Experience teaching and/or supervising counseling students online and on ground
- Experience teaching and administering online academic programs
- Active involvement with state and/or national professional counseling organizations.

**KNOWLEDGE AND SKILLS:**

- Familiarity with quality standards for online programs, courses, and teaching
- Working knowledge of CACREP Standards and accreditation processes.
- Well-developed academic leadership/management skills.
- Organizational and time management skills, ability to handle multiple tasks and meet deadlines.
- Knowledge and proficiency with technology (i.e., Microsoft Office, learning management and student information systems)
- Excellent interpersonal and communication skills, both oral and written.
- Demonstrated commitment to transformational learning and teaching.
- Demonstrated cultural humility and commitment to diversity and social justice.
- Personal and professional alignment with the mission and vision of Southwestern College.