Adjunct
Workability III Program Coordinator / Counselor

Opening: August 26, 2015
Closing: September 9, 2015
Position: 5080-af-03-15

Workability III Program Coordinator / Counselor

- Coordinate services for Client/DOR (Department of Rehabilitation) students referred for direct job placement
- Request DOR records of Client/DOR students from DOR counselor
- Correspondence between DOR counselor and service coordinator will be made before job developer begins providing services for client/DOR students.
- Maintain WA (Workability) III records for client/DOR students referred for WA III services
- Identify client/DOR students’ needs for additional services available on campus (e.g., for learning disabilities assessments)
- Provide ongoing support to WAIII staff relating to issues and concerns of client/DOR students
- Attend contract meetings
- Monitor monthly statistical information provided to DOR
- Provide counseling/advising toward IPE vocational objective
- Maintain WA III budget
- Refer students/DOR clients to Work Experience Coordinator for consideration of either off or on campus for work experience. Monitor performance and follow-up with those students/DOR clients who have been placed
- WA III Program Coordinator will supervise, evaluate, and follow-up on a regular basis for those students/DOR clients that have been placed
- In collaboration with the WAIII Job Developer facilitates a series of job preparedness workshops for students/DOR clients

Minimum Qualifications

The candidate must meet the following criteria. The degree must generally be from an institution accredited by the Western Association of School and Colleges or the equivalent.

- Master’s degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, marriage and family therapy, or marriage, family and child counseling, OR the equivalent
- Demonstrates sensitivity to and understanding of diverse academic, social, economic, cultural, disability, and ethnic backgrounds of community college students.

Licenses, Certifications, or Registrations

- Valid California Driver’s license
- An incumbent must be insurable at the “standard rate” by the employer’s insurance carrier at all times while employed in this classification by the College of the Sequoias
- Employees in this position may be required to use their own vehicle

Desirable Qualifications

In looking at application materials, the Hiring Committee also seeks evidence of the following:

- Background in Rehabilitation

Salary

Master’s Degree on Step 1 Lab rate is $46.88
**Description of Position**

College of the Sequoias is continuously seeking to build a pool of adjunct faculty to teach in the various divisions.

Initial salary placement with a Master’s Degree on Step 1 Lecture rate is $49.83 an hour.

**Application Procedure**

Applicants must submit the following materials.

- Completed COS academic/administrative application form
- Letter of interest which states the discipline applied for, your degrees, and your work experience (including the number of years of related experience.)
- Resume
- Unofficial transcripts
- One letter of recommendation
- If claiming equivalency, the completed equivalency documents must be attached.

**Send to:**  Human Resource Services  
College of the Sequoias CCD  
915 S. Mooney Blvd.  
Sequoia Building, Room 5  
Visalia, CA 93277–2214

**Minimum Qualifications**

In order to teach in a discipline, all faculty must meet the minimum qualifications as established by the California Community Colleges Chancellor’s Office.

These minimum qualifications may be found on the COS HR Web site (www.cos.edu under Human Resources).

Listed in the book of minimum qualifications will be disciplines which require a specific master’s degree. For example:

- Chemistry  
  Master’s in chemistry OR Bachelor’s in chemistry or biochemistry AND master’s in biochemistry, chemical engineering, chemical physics, physics, molecular biology, or geochemistry OR The equivalent

There are also disciplines where a master’s degree is not generally expected or available. Disciplines on this list require any bachelor’s degree and two years of experience or any associate degree and six years of experience. For example:

- Auto Mechanics  
- Stagecraft  
- Fire Technology
**Screening Procedure**

Only **complete** application packages will be evaluated and forwarded to the appropriate division when a position is available. Application packages will be screened to determine whether or not the applicant will be invited for an interview and teaching demonstration.

Applications will be kept on file for a minimum of one year.

**Questions**

If you have any questions about the application process, please contact:

Human Resources  
College of the Sequoias Community College District  
915 S. Mooney Blvd.  
Sequoia Building, Room 5  
Visalia, CA 93277-2214  
Phone: (559) 730–3867  
LindaRei@cos.edu

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**Notice to all Adjunct Applicants for Employment**

"College of the Sequoias Community College District is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, national origin, sex, gender, sexual orientation, age, religion, mental or physical disability, medical condition, genetic information, marital status, military service, or any other basis protected by law."

"College of the Sequoias Community College District provides reasonable accommodations to qualified applicants with disabilities. If you need a reasonable accommodation for any part of the job application and hiring process, please contact a representative from Human Resources at (559) 730-3776 to request a reasonable accommodation."