

Cisco College

Job Description

Job Title: CTE Counselor/Disability Services Coordinator/Foster Care Liaison (Abilene)

Reports to: Director of Academic Support

Classification: Faculty Schedule

Job Summary

Responsible for providing advisement, assisting with testing and placement, career counseling, conducting an advising/orientation program, and providing limited personal counseling services for all students and for qualifying students with disabilities and special populations as defined by Perkins, to include the physically disabled, the learning disabled, the educationally and economically disadvantaged, and those individuals who participate in programs designed to eliminate gender bias. Service is extended to students in distance learning opportunities through the college. Emphasis is on Career and Technical (CTE) program majors.

The Counselor/Disability Services Coordinator/Foster Care Liaison will be expected to accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. Additionally, Cisco College employees are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, and to cooperate and work harmoniously with College personnel and the public. All College employees are expected to follow College policies, rules, regulations, and guidelines.

Primary Duties

1. Assist the Enrollment Office in the admission and matriculation of prospective students.
2. Assist identified and qualified students in implementing disability services and reasonable accommodations.
3. Keep current in the field of disability services in higher education.
4. Provide counseling and administrative services to Perkins IV Program and technical program students, including maintaining current degree and certificate plans on technical programs.
5. Advise students and prospective students on career pathways and scheduling with respect to their Texas Success Initiative status, their pathway. Keep current information on university programs, and transfer requirements
6. Provide support for career technical programs and program directors including short program presentations, completing degree plans, serve on advisory committees, assist in updating program webpages, and reviewing course schedules.
7. Evaluate student transcripts and training records
8. Assist students with the graduation process; submit final degree/certificate plans/graduation applications/completer forms to the Enrollment Services Office.
9. Assist in training advisors in respect to the Texas Success Initiative and Cisco College advising policy and procedures.
10. Assist students with career testing, planning and counseling.
11. Assist in the administration of the Texas Success Initiative (TSI Assessment) or other exams that require proctoring.
12. Assist in the planning and implementation of the College advising and orientation program.
13. Provide limited counseling for students regarding personal issues, making referrals as necessary.
14. Assist the recruitment efforts of Cisco College by visiting and providing information to dual credit students and at area schools and community outreach events when requested by the Director of Academic Support or Vice President of Instruction.
15. Assist in annual goal setting and evaluation of counseling services.
16. Assist with goals, activities, and reports to meet annual Perkins goals.
17. Assist in developing and maintaining CLNA in order to promote viable career pathways.
18. Serve and participate on college committees as assigned.
19. Assist students who have experienced foster care through college processes and provide support as needed.
20. Other duties as assigned

Qualifications

1. Experience developing, organizing, and implementing programs or projects.
2. Excellent written and verbal communication skills.
3. Ability to work collaboratively with others.
4. Experience facilitating student development and supporting qualified students with disabilities.

Updated: 2/29/2024

5. Master's Degree in Counseling, Psychology, Sociology, Social Work, Education or related field.

For candidates who do not meet the minimum qualifications, a combination of education and experience providing comparable knowledge and abilities will be considered.