

# SHASTA-TEHAMA-TRINITY COMMUNITY COLLEGE DISTRICT

## JOB DESCRIPTION FACULTY/COUNSELOR COORDINATOR

### FACULTY/COUNSELOR COORDINATOR

#### A. General Responsibilities:

Under administrative leadership, it is the responsibility of the Faculty/Counselor Coordinator to act as a communication source for department faculty/counselors; be involved with and, at times, chair committees; and participate in the planning, implementation, and evaluation of educational programs, courses, and other experiences that will directly result in the educational growth of the students and support advancement of the department.

#### B. Additional Responsibilities may include:

1. Assist Administrator in determining staffing needs and make appropriate recommendations.
2. Assist in planning, preparing for, and attending Advisory Committee Meetings in vocational education areas.
3. Assist in the development of class schedules.
4. Assist in scheduling full-time and adjunct faculty/counselors.
5. Oversee preliminary selection of adjunct faculty/counselors.
6. Coordinate and conduct observations/evaluations of adjunct faculty/counselors.
7. Coordinate (a) in-service training for faculty/counselors, and (b) orientation programs for new faculty/counselors in conjunction with mentors.
8. Assist with monitoring budget as needed.
9. Assess physical classroom needs.
10. Assist with program review efforts.
11. Perform other related duties as assigned.

#### C. Additional Counselor Responsibilities may include:

1. Develop plan to provide services to special needs students, including those undeclared, probationary, and program-specific (e.g., nursing).
2. Coordinate and monitor counseling services for new and continuing students not served by categorical programs.

\*Note: The Faculty/Counselor Coordinator is not responsible for personnel issues.