

Counselor

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs, and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>.

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Job Duties

ALL FACULTY SHALL:

- Maintain currency with current information, concepts, laws and ideas in their disciplines and with best practices in teaching and learning.
- Check mailbox, voicemail, and e-mail regularly.
- Maintain student confidentiality as required by regulation and Board Policy 5040 titled Student Records and Directory Information.
- Attend division meetings
- Attend commencement
- Participate in committee work, student activities, and shared governance activities as appropriate.
- Maintain a safe learning environment in classrooms, laboratories, and other instructional spaces.
- Attend first-year and second-year staff development workshops during the first and second years of employment at Cerritos College
- Follow Board Policy [4005](#) and Administrative Procedure [4005](#) titled Duties and Responsibilities of Faculty Members.

ALL FACULTY WHO ARE ASSIGNED CLASSES AND/OR SERVICE HOURS SHALL:

- Teach all assigned classes unless excused under provisions of Board Policy.

- Teach all assigned classes for all scheduled minutes. In cases of necessary absence from class, notify the Division Dean or designee, or if unavailable, the Office of Academic Affairs in advance and have plans prepared so that a substitute, if assigned, can maintain continuity of course content.
- Teach courses in accordance with the course outlines of record.
- Provide opportunities for students to be aware of their progress.
- Submit a copy of the syllabus for each course through the course management system used by the College.
- Keep accurate records of student enrollment, attendance, and academic progress and submit them to appropriate offices by the published deadlines.
- Submit end-of-session grades, including supporting documentation, and attendance reports by the published deadlines.
- Submit required information about first-day, no-show students by the published deadlines.
- Submit textbook order information by the published deadlines. If the textbook is electronic or includes an electronic course pack, these conditions must be met:
 1. Tests and exams must be available to the student without charge.
 2. The text and course pack must be available to students with disabilities.
 3. The publisher must grant read-only access to designated college staff for purposes of evaluation of course materials.
 4. The text must be downloadable or printable.

If these four conditions are not met, the electronic textbook cannot be used.

- Meet all classes during the final examination period.
- Give final examinations at the scheduled time unless approval to do otherwise is granted by the Office of Academic Affairs or its designee.
- Keep all corrected final examination papers for at least one year following the close of the semester or summer term.
- Maintain a safe learning environment in classrooms, laboratories, and other instructional spaces.
- When needed, serve as program coordinator for a counseling retention program.
- Assist with the ongoing planning and implementation of the college's Integration efforts, Success Equity and Achievement Program, and Guided Pathways to name a few.

Allow the instructional manager and/or Division Dean, upon request, to review any assignments given during the semester.

- Provides academic, career, and personal guidance to students, helping them create educational plans, choose majors, and explore career options.
- Assist students in creating a comprehensive Student Education Plan and facilitate discussions on major requirements, life planning, career exploration, and transfer requirements.
- Provide counseling services and course offerings for study skills and motivation, as well as information regarding specific curricula, including transfer programs; provide counseling

services for probationary or disqualified students; resolve student learning problems in cooperation with the instructional program.

- Monitor and advise students who are on academic notice
- Explain district policies and procedures and assist students in completing a wide variety of forms required to meet their needs, including petitions for graduation and academic renewal, prior course credit transcript evaluation requests, alternatives to matriculation and others; provide information on transfer and other requirements
- Developing and presenting workshops, preparing and updating educational plans,
- Participate in curriculum development and serve on department, division, college and district committees as necessary to maintain and improve the instructional program; participate in appropriate professional development activities.
- Create curriculum and teach counseling courses
- Evaluation of transcripts from other institutions
- Provide referrals to services both on and off campus
- Collaborates with faculty and other departments to ensure proper referral to counseling, college, and community resources.
- Assist the Department Chairperson and Division Dean in unit planning, budget preparation, and inventory as needed
- Performs all other duties and responsibilities as assigned or directed by the supervisor and/or manager.

Minimum Qualifications

Minimum Qualifications and Local Standards

Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy, or marriage, family and child counseling, OR the equivalent; AND a minimum of six months of counseling experience in an educational setting to represent a minimum of 450 hours which may include paid or unpaid field work.

Supplemental Information

Physical Limitations

Physical requirements may be met with or without reasonable accommodations.

1. Ambulatory ability to move to various office and classroom-type locations and to stand, bend, stoop, and reach to setup equipment and provide instruction.
2. Sufficient hand eye coordination and dexterity to write on a board or type on a computer.
3. Must be able to recognize printed material (printed or online) for more than 50% of the expected work time and make presentations.
4. Sufficient auditory ability to project voice to a group, hear questions and prompts, and carry-on routine conversations.
5. The ability to lift, push, and pull objects of medium weight (less than 30 lbs.) on an occasional basis.

Conditions of Employment

1. Assignments are contingent upon sufficient funding and enrollment.
2. Assignments may include day, evening, and/or weekend classes.
3. Individual who is offered employment shall be required to:
 - Obtain fingerprints for a criminal history clearance through the State Department of Justice and the Federal Bureau of Investigation (if hired after June 1, 2023).
 - Produce an original social security card, and
 - Submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment
 - Faculty must be able to teach on-campus or remotely as assigned.

Board Date Approved: February 18th, 2026