

Memorandum of Understanding
between the
All Faculty Association
and
Sonoma County Junior College
regarding

Article 17: Job Descriptions
March 8, 2023

AFA and the District agree to the following changes to Article 17.

17.07 COUNSELING FACULTY

A. Student Contact-Related Duties for Counseling Faculty. Examples may include, but are not limited to, the following:

1. Confers with and counsels students in various modalities individually in matters related to their academic, career, and personal needs, in a synchronous or asynchronous manner, and maintains notes and records of these contacts as required by the department.
 - a. Provides academic counseling that assists students in assessing, planning, and implementing their immediate and long-range academic goals.
 - b. Provides career counseling that assists students in assessing their aptitudes, abilities, and interests as well as informs them regarding current and future employment trends.
 - c. Provides personal counseling that assists students with personal, family, or other social concerns, when that assistance is related to the student's education. Provides crisis intervention as needed either directly or in collaboration with District-based or community resources.
2. Updates information related to articulation, career, occupational and transfer curriculum, and programs. Provides instruction related to the faculty member's assignment. When serving in an instructional assignment, the faculty member must fulfill all instruction-related duties outlined in section 17.05 relevant to the assignment.
3. Meets with students at established times or by appointment. Refers students to District and community resources, as appropriate.
4. Provides academic counseling that assists students in assessing, planning, and implementing their immediate and long-range academic goals. Conducts in-reach and outreach to students and community members to encourage utilization of Counseling services and programs. This outreach is intended to maximize the transition to college as well as access, persistence, retention, and success in achieving certificates, degrees, and transfer.
5. Provides career counseling that assists students in assessing their aptitudes, abilities, and interests as well as informs them regarding current and future employment trends. Presents workshops, presentations, and lectures as a

part of the regular allied assignment, as scheduled by the department or as a guest of, another department.

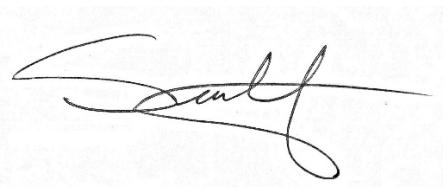
6. Provides personal counseling that assists students with personal, family, or other social concerns, when that assistance is related to the student's education. Provides Group Counseling student contact including but not limited to: Transfer Workshops, Information Meetings for students, Counseling department workshops for and presentations to students.
7. Provides crisis intervention as needed either directly or in collaboration with District based or community resources. Case Management and follow up duties with regards to student contacts.
8. Provides liaison with other District departments and programs. Participates in the training of new associate or full-time counselors during meeting time with students.
9. Develops and/or selects handouts, presentations and other informational materials to facilitate student success.
10. Develops programs, services, and support related to curriculum, student success and retention.
11. Provides instruction related to the faculty member's assignment. When serving in an instructional assignment, the faculty member must fulfill all instruction related duties outlined in section 17.05 relevant to the assignment.
12. Refers students to District and community resources, as appropriate.
13. Collaborates with faculty regarding student issues related to student progress, retention, and success.
14. Conducts outreach to students and community members to encourage utilization of services and programs. This outreach is intended to maximize the transition to college as well as access, persistence, retention, and success in achieving certificates, degrees, and transfer.

B. Other Required Duties for Counseling Faculty: Examples may include, but are not limited to, the following:

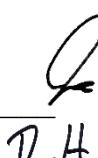
1. Maintains currency by attending regularly scheduled department meetings covering updates in order to provide competent counseling services to assure student success and retention. Associate faculty will maintain currency by reading counseling updates sent out on a regular basis. Conducts additional student follow up as needed when the student is not present, including but not limited to reviewing student transcripts, assessment interpretation, course articulation, transfer agreements, letters of recommendation, etc.
2. Prepares and presents workshops, presentations, and lectures as a part of the regular allied assignment, as scheduled by the department, or as a guest of another department. Maintains currency by attending regularly scheduled department meetings covering updates in order to provide competent counseling services to assure student success and retention. Associate faculty will maintain currency by reading counseling updates sent out on a regular basis.
3. Participates in programs as requested by the department. Works to create a student-centered, anti-racist and equitable educational environment that is

conducive to the intellectual, emotional, and physical development of students.

4. Maintains records of student contact as required by the department. Updates and researches information related to articulation, career, occupational and transfer curriculum, and programs.
5. Advocates to create an educational environment as beneficial to the intellectual, emotional, and physical development of students as possible. Acts as a liaison to other District departments and programs, as needed by the department.
6. Develops or selects handouts, presentations and other informational materials to facilitate student success.
7. Develops programs, services, and support related to curriculum, student success and retention.
8. Participates in programs requested by the department.
9. Collaborates with faculty and staff regarding student issues related to student progress, retention, and success, or in case management.



Sean Martin, President
All Faculty Association


R.H.

Dr. Frank Chong, President/Superintendent
Sonoma County Junior College District