



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: ROLE AND RESPONSIBILITIES OF COUNSELORS	Number: 4.05	Page: 1 of 3
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: Florida Statutes 1001.02, 1001.64, 1012.82 FAC 6A-14.041	Board Adoption/Revision Approval Dates: 5/23/00, 11/28/00, 10/22/02, 10/25/05	

ROLE AND RESPONSIBILITIES

A CF counselor serves as a professional resource for students, faculty members, and administrators and, as such, shall work collaboratively with the goal of promoting student success on both an individual and institutional basis, developmentally and academically in classroom and non-classroom learning venues.

To this end, a CF counselor shall strive to, among other things:

- respect students and recognize and accept their uniqueness;
- respond to students' needs;
- empower individuals with responsibility for lifelong self-direction; and
- establish high standards for demonstration of learning in pursuit of goals.

The following are categories of responsibility in which a counselor carries out the role enunciated above:

Responsibility Definitions:*

Advocacy

Responsibility for advocacy shall include:

- maintaining consistent interaction with students in varying settings;
- providing a sounding board for student concerns;
- supporting students' efforts and representing their perspective in institutional planning and governance;
- communicating students' needs and concerns;
- bridging departmental and disciplinary boundaries on behalf of students;
- serving as a resource to promote student success; and
- referring students to institutional resources as needed.



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Service to Students

Responsibility for service to students shall include:

- serving as the student development professional on campus;
- seeking to guide students to a level of personal development that encompasses both classroom and non-academic pursuits;
- providing academic advice;
- supporting student activities;
- mentoring students;
- assisting in the development of educational plans to meet career goals;
- providing individual students with personalized intervention appropriate to their circumstances; and
- offering a variety of workshops designed to help students deal with issues ranging from enhancement of personal life skills to success in transfer to universities.

College Service

Responsibility for College service shall include:

- participating in enrollment management activities;
- sharing professional expertise with colleagues and students beyond the classroom;
- collaborating with faculty members to meet student challenges and needs; and
- helping with issues such as disabilities, learning styles, study skills, and learning outcomes in an effort to facilitate student learning.

Teaching

Responsibility for teaching shall include:

- planning and preparing course content and curriculum;
- planning and preparing effective methodologies of instruction and assessment for the enhancement of learning; and
- encouraging personal contact with students in the learning environment through New Student Advisement Orientation and Career Exploration.



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Professional Development

Responsibility for professional development shall include:

- maintaining expertise in field of study and teaching pedagogy;
- being involved in College governance;
- participating in professional organizations;
- attending student development conferences, university transfer workshops, and meetings with faculty and business leaders to enhance student advisement skills; and
- seeking training in related fields (i.e., Myers-Briggs Personality Type training) as a further means of strengthening counseling skills.

Public Service

Responsibility for public service shall include:

- providing exchange of professional ideas and expertise to community and private agencies without gratuity; and
- modeling behavior that balances work responsibilities with a desire to share knowledge and expertise with others in an effort to demonstrate to students the importance of giving back to their community at large.

WORK DAYS AND REQUIREMENTS

Professional Counselors are classified as instructional staff for contractual purposes and are generally employed on 220-workday schedules during the fiscal year. They are scheduled to work 37.5 hours per week. The 37.5-hour workweek is flexible to include some night and/or weekend work as arranged through the appropriate supervisor.

Professional Counselors will adhere to the summer four-day workweek schedule of 36 hours per week.