



COLLEGE OF EDUCATION & HUMAN DEVELOPMENT

**LAMAR UNIVERSITY**<sup>TM</sup>

Department of Counseling and Special Populations

We will invite applications in November, 2015 for an Associate/Full Professor position with responsibility for coordinating our master's level school counseling programs. This position will begin in August, 2016. In addition to coordinating, the successful candidates will teach online graduate classes in the counseling core as well as school counseling courses. In addition to teaching, the candidates will maintain an active research and publication agenda. The school counseling coordinator will maintain active involvement in department operations by serving on department committees, participating in faculty meetings, and managing department specific tasks (e.g., admission and assessment).

The school counseling program coordinator in the Department of Counseling and Special Populations must have a doctoral degree from a counselor education program with a clearly defined emphasis in school counseling and must be a licensed/certified school counselor. The program coordinator also should have demonstrated leadership ability through teaching, scholarship, curriculum development, administrative experience, and other academic and professional activities in the field of school counseling.

The school counseling program coordinator will have a full-time/tenure track/tenured appointment to the Department of Counseling and Special Populations and sufficient assigned time (at least 25% with negotiable upper limits) to provide educational and administrative leadership.

**Program:**

- Responsible for overseeing the school counseling programs.
- Oversee the development of program policy in consultation with other faculty members.
- Identify needed areas for policy development or change, chairs program-specific meetings, drafts policy and procedures for faculty approval.
- Facilitate the accreditation procedures for the school counseling programs (NCATE/CAEP and CACREP).

**Students:**

- Develop and maintain aspects of the orientation process for school counseling students.
- Meet and consult with students who have special questions, problems, concerns or complaints related to the school counseling program.
- Serve as a liaison to schools where students are placed for internship and practicum experiences.
- Participate in student development process for any school counseling students.
- Work with certification office to manage probationary certificates and certification-only students.

**Faculty:**

- Recruit and assign supervising school counselors for their role(s) as supervisors of school counselor practicum students and interns as needed.
- Oversee the orientation/training of supervising school counselors.
- Recommend adjunct faculty to the department chair to be interviewed.



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- Help orient part-time faculty to the school counseling program.
- Coordinate the list of courses to be offered each semester/session and assign faculty to those courses.

**Administration:**

- Coordinate scheduling of the school counselor education courses with the Department chair
- Oversee the development and maintenance the school counselor aspects of the student handbook
- Works closely with the COSP Department Chair to manage program operations

**Other duties as assigned**

Home to more than 14,000 students, Lamar University is a Carnegie Doctoral Research University and is one of the fastest growing universities in The Texas State University System. Lamar University offers more than 100 programs of study leading to bachelor's, master's and doctoral degrees. The 270-acre campus in Beaumont is about 90 miles east of Houston and about 25 miles west of Louisiana. Lamar University stresses academic achievement by emphasizing hands-on learning at all levels, providing ample opportunities for undergraduate research and supporting an excellent Honors Program. The university is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. The College of Education and Human Development is Accredited by NCATE.

The campus is conveniently located within easy reach of Houston, TX, Lake Charles, LA, and surrounding communities.

**Minimum Qualifications**

- An earned doctorate in Counselor Education or experience as a Counselor Educator
- Professional identity as a counselor educator;
- Commitment to the professional field of counselor education as evidenced by education, teaching, research, and professional affiliations, such as AMHCA, ASCA, ACES, and ACA;
- Experience teaching graduate level courses;
- Experience in online education
- Commitment to diversity

**Preferred Qualifications:**

- Licensure or certification in school counseling
- Experience in P-12 school systems



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Review of applications will start immediately and will continue until the positions are filled.

This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information.

If you have any questions about the positions, please contact Dr. Carl Sheperis via email:  
[csheperis@lamar.edu](mailto:csheperis@lamar.edu)