

MEMBER DEMAND: Create a workload formula for counsellors and librarians

The Counsellor Class Definition in our current CA no longer reflects the present roles of counsellors in our colleges. Over the many years this CA has been in place, counsellors' roles have evolved in many ways and so has the reality of our students and of the colleges. Students on our campuses have been exposed to trauma like never before and more and more students are in need of accommodations, both as there is a higher awareness in the population to such disabilities and as the span of qualifying disabilities has broadened to include mental health disabilities. Colleges have also been experiencing the pressure to improve student retention. As a result, counsellors are now offering a broader diversity of services related to mental health, student accommodation and student success services.

We are therefore proposing an updated Counsellor Class Definition that speaks to other roles such as mental health support in response to tragic events; crisis intervention and risk assessments of students; developing and offering workshops to students; interviewing students who drop out of their program; assessing and recommending appropriate accommodation(s) to students who have a temporary or permanent disability or condition that has been, or may be, diagnosed by a Regulated Health Professional; and counsellors' involvement in related scholarly activities.

Also, the term "career counselling" is more appropriate and inclusive and therefore has replaced the reference to vocational/educational decision-making. The term "difficulties" has also been replaced by the term "challenges" to reflect a more positive and constructive perception of this reality.

There are also new regulations in Ontario in regards to psychotherapy and as a result the language needs to reflect some obligations for those counsellors who are regulated. For example, counselling programs need to be evidence-based (this replaces the word appropriate) and there are obligations in relation to notes and record-keeping of client files, as well as the obligation for many counsellors to develop and maintain professional competencies.

In addition, when the translation for the new CA is underway, there will be a series of housekeeping changes necessary to the current French version of the Class Definition to ensure that the meaning is consistent across both versions.

Proposed language

CLASSIFICATION DEFINITIONS FOR POSITIONS IN THE ACADEMIC BARGAINING UNIT

**(to be used in conjunction with the Job Classification
Plans for positions in the Academic Bargaining Unit.)**

CLASS DEFINITION

PROFESSOR

~~Under the direction of the senior academic officer of the College or designate,~~ a **In accordance with decisions of the Senate,** a Professor is responsible for providing academic leadership and for developing an effective learning environment for students. This includes:

- a) The design/revision/updating of courses, including:
 - consulting with program and course directors and other faculty members, advisory committees, accrediting agencies, potential employers and students;
 - defining course objectives and evaluating and validating these objectives;
 - specifying or approving learning approaches, necessary resources, etc.;
 - developing individualized instruction and multi-media presentations where applicable;
 - selecting or approving textbooks and learning materials.
- b) The teaching of assigned courses, including:
 - ensuring student awareness of course objectives, approach and evaluation techniques;
 - carrying out regularly scheduled instruction;
 - tutoring and academic counselling of students;
 - providing a learning environment which makes effective use of available resources, work experience and field trips;
 - evaluating student progress/achievement and assuming responsibility for the overall assessment of the student's work within assigned courses.
- c) The provision of academic leadership, including:
 - providing guidance to Instructors relative to the Instructors' teaching assignments;
 - participating in the work of curriculum and other consultative committees as requested.

In addition, the Professor may, from time to time, be called upon to contribute to other areas ancillary to the role of Professor, such as student recruitment and selection, time-tabling, facility design, professional development, student employment, and control of supplies and equipment.

COUNSELLOR

A Counsellor is responsible for assisting students and potential students to function effectively as learners and as individuals by helping them understand, prevent or overcome **career**, social, educational or personal ~~problems~~ challenges that may hinder learning or their ability to cope with everyday living **and/or by assessing and recommending appropriate accommodation(s) to students who have a temporary or permanent disability or condition that has been or may be diagnosed by a Regulated Health Professional.**

The Counsellor's duties include:

- a) Developing and maintaining appropriate **evidence-based** counselling programs.
- b) ~~Interviewing individuals, by appointment to explore personal or social difficulties or vocational/educational decision-making,~~ **Personal, educational or career counselling of students or potential students,** including:
 - (i) interviewing students or potential students;**
 - (ii) clarification and assessment of students' or potential students' needs and/or goals using appropriate techniques and tools;**
 - (iii) selection of remedial and intervention procedures and their application;**
 - (iv) recording and analysis of essential case information;**
 - (v) referring students as appropriate to proper professional help;**
 - (vi) facilitating discussion/dialogue between students, faculty and administration;**
 - (vii) participating in pre-admission interviewing and testing as required;**
 - (viii) crisis intervention and risk assessments of students;**
 - (ix) interviewing students who drop out of their program.**
- c) ~~Group counselling as a non-instructional activity.~~ **Personal, educational or career counselling of groups, including activities such as the development of group programs, the selection and preparation of groups, the training of groups and the leading of groups;**

- d) Testing and evaluation of individuals **including the administration and interpretation of standardized assessments** to assist them in their personal, educational or vocational development **and in risk assessments**.
- e) Assisting administration, faculty, and staff, in a consultative role in identifying student ~~problems~~ **challenges**, dealing with student ~~problems~~ **challenges**, and relationship ~~problems~~ **challenges** among students **by providing training and consultation services**.
- f) Academic advising and providing educational/vocational information to students or directing them to available sources.
- g) Participating in the orientation of new students to the College.
- h) Teaching as assigned: **and offering workshops to students and the college community in the areas of mental health, study skills, and disabilities**.
- i) **Providing mental health support in response to tragic events**.
- j) **The development and maintenance of professional competence and effectiveness as a Counsellor**.
- k) **Engage in activities related to the advancement of knowledge in their area of expertise or the advancement of their profession. Such activities may include but are not limited to:**
 - (i) writing and developing innovative counselling methods, instruments; techniques or procedures for use by professional counsellors within or outside of the college community;**
 - (ii) studies of counselling outcomes, methods, techniques and procedures;**
 - (iii) and other scholarly research.**

In addition, the Counsellor may, from time to time, be called upon to contribute to other areas ancillary to the Counsellor's role, such as student recruitment and selection, student employment, liaison with community service programs and agencies, professional development and control of supplies and equipment for the purpose of counselling services.