

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIRECTOR, MAP CPL COUNSELING SUPPORT

BASIC FUNCTIONS

Leads statewide counseling and student services integration for Credit for Prior Learning (CPL) within the Mapping Articulated Pathways (MAP) Initiative; directs the design, implementation, and evaluation of CPL counseling practices, develops professional learning for counselors and evaluators, and ensures alignment with California Community College Chancellor's Office (CCCCO) goals and directives; and works closely with colleges, statewide workgroups, and partner agencies to scale counseling support and integrate CPL into student educational planning across California Community Colleges.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief Ambassador. Supervises and/or directs the assigned personnel, and leads statewide counseling-focused workgroups and taskforces, serving as a representative of the MAP Initiative in collaboration with local, state, and national partners and agencies.

CLASS CHARACTERISTICS

This classification is responsible for leading the design and implementation of the CPL pathways into the California Community Colleges counseling practices. The incumbent relies on knowledge of guidance and counseling strategies to collaborate with districts and partner agencies to implement CPL into the broad programmatic structure of community college counseling in alignment with MAP Initiative goals and objectives.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Leads the statewide design and implementation of CPL counseling and advising frameworks that align with CCCC priorities and initiatives; develops, monitors, and scales CPL counseling and evaluation practices across California Community Colleges, including policies, intake models, and workflow procedures.
2. Reviews and supports policies and protocols related to CPL implementation at colleges to ensure compliance, consistency, and systemwide adoption.
3. Evaluate work credentials, industry certifications, military training, and professional experience for the purpose of awarding CPL and aligning with academic pathways; develops CPL crosswalks and support the alignment of evaluations with prior learning assessments, ensuring accuracy, transferability, and integration with program requirements.
4. Develops and oversees statewide training programs, guidelines, and professional learning resources for counselors and evaluators across all California Community Colleges; facilitates and convenes statewide counselor workgroups, communities of practice, and advisory groups focused on CPL counseling best practices.
5. Establishes and standardizes counseling protocols for CPL, including statewide intake processes, transcription standards, articulation workflows, and student progress tracking.
6. Collaborates with CCCC leadership, faculty discipline groups, articulation officers, and admissions/records representatives to ensure statewide consistency in CPL counseling integration.
7. Partners with CCCC demonstration project teams (Guided Pathways, Apprenticeship, Non-Credit, etc.) to ensure CPL counseling support is embedded into systemwide initiatives.

8. Works with MAP technology developers and CCCCCO data teams to enhance counseling-related tools and dashboards that track student CPL progress statewide.
9. Develops and implements outreach and communication strategies to inform students, counselors, and institutions about CPL opportunities statewide.
10. Builds and strengthens relationships with veterans' services, apprenticeship leaders, workforce agencies, and industry partners to expand CPL counseling and student access.
11. Represents the CCCCCO and MAP Initiative at statewide councils, legislative hearings, and national conferences.
12. Assists in drafting CCCCCO policy guidance, regulations, and statewide recommendations related to CPL counseling and student support.
13. Provides regular updates and reports to the CCC Chancellor's Office and MAP leadership on statewide counseling outcomes and opportunities for expansion.
14. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. California MAP Initiative, including its goals, governance structures, statewide adoption strategies, and alignment with CCCCCO Vision 2030.
2. MAP Platform's functionality, including CPL intake, exhibit builder, discipline review workflow, exhibit adoption, dashboards, and student-facing search tools.
3. Student information systems, educational planning platforms, and data tracking tools (e.g., Colleague, Anthology, SARS-GRID, TES, ASSIST, EUREKA).
4. Counseling workflows within the MAP Platform and ability to customize by institutional needs.
5. MAP Platform processes including the development, review, approval, adoption or adaptation of credit recommendations and implementation of CPL crosswalks and exhibits to showcase credit for prior learning at the local colleges.
6. MAP data dashboards and reporting tools for monitoring adoption, student access, and equity impact across colleges.
7. Strategies for leveraging the MAP Platform in professional development for counselors, faculty, and evaluators to standardize CPL practices across 116 CCCs.
8. Strategies to engage and support veterans, apprentices, working adults, justice-impacted individuals, and disproportionately impacted populations.
9. Communication and outreach strategies using the MAP Platform to ensure students, counselors, and faculty are aware of CPL opportunities at both the local and statewide level.
10. Best practices for ensuring systemwide consistency, quality assurance, and scalability through the MAP Platform.
11. Academic management of counseling and student services programs within higher education.
12. Credit for Prior Learning (CPL) policies, practices, and statewide adoption models.
13. Student information systems, educational planning platforms, and data tracking tools.
14. Strategies to engage and support veterans, apprentices, working adults, justice-impacted individuals, and disproportionately impacted populations.
15. Statewide counseling best practices, academic program integration, and guided pathways frameworks.
16. Participatory governance, curriculum processes, and compliance with collective bargaining agreements.

Ability to:

1. Apply, interpret, and implement local, state, and federal laws related to education, transfer, veterans' benefits, and Credit for Prior Learning (CPL).
2. Collaborate with articulation officers and evaluators to align CPL crosswalks with course outcomes, degree requirements, and transfer pathways.
3. Lead and manage statewide initiatives requiring broad coordination among faculty, counselors, evaluators, and administrators.
4. Develop policies, procedures, and professional standards for counseling-related CPL implementation.
5. Establish strong working relationships with statewide partners, agencies, and higher education systems.
6. Design and facilitate professional development workshops, statewide trainings, and resource guides that support consistent CPL adoption.
7. Integrate CPL into student onboarding, education planning, and career counseling to increase access and equity for diverse populations.
8. Evaluate military transcripts, industry certifications, and work-based learning for academic applicability, ensuring accuracy and fairness in awarding credit.
9. Analyze data, prepare reports, and use assessment results to inform program effectiveness and continuous improvement.
10. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic disability, and ethnic backgrounds of students, staff, and the community.
11. Communicate effectively both orally and in writing across diverse constituencies, including students, faculty, administrators, and policymakers.
12. Balance multiple priorities and manage large-scale projects in a fast-paced, multi-college or statewide environment.
13. Facilitate discourse for the purpose of consensus and foster collaboration among stakeholders with diverse perspectives and institutional roles.
14. Promote equity-minded leadership by embedding CPL opportunities for historically underrepresented populations, including veterans, apprentices, working adults, and first-generation students.

Education and Experience:

A master's degree in counseling or a related field, and three (3) years of progressive experience in evaluations, counseling and/or student services initiatives.

Direct work experience with credit for prior learning in a student services capacity is preferred.

Licenses and Certifications:

A valid driver's license and proof of insurability may be required to drive a state or personal vehicle.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Additionally, travel in the completion of job duties and statewide functions is required, up to 50% of the time. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds.

The functions of this classification must be performed by the incumbent with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, with no direct exposure to hazardous physical or chemical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.