



El Camino College

# Director of Nursing



## BASIC FUNCTION

Under the direction of the Dean of Health, Sciences & Athletics, the Director of Nursing manages the District’s Associate Degree Nursing Program’ develops and administers Extended Nursing Programs and Partnership Programs; coordinates and facilitates movement of nursing students through a curriculum that meets the standards of the Board of Registered Nursing (BRN), and the Education Code of the State of California and provisions of the Nursing Practice Act.

## ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is situated on a beautiful and spacious 126-acre campus near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

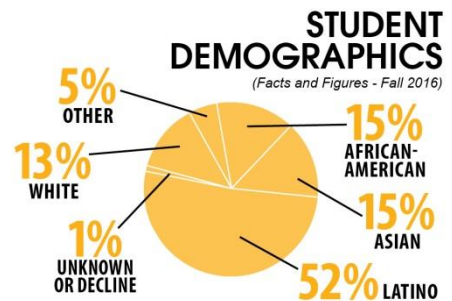
As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC’s commitment to educating its racially and socio-economically diverse student population including students with disabilities.

El Camino College provides many opportunities for students to succeed. Through the Honors Transfer Program, El Camino College transfers hundreds of students each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

## MISSION STATEMENT

El Camino College makes a positive difference in people’s lives. We provide excellent comprehensive educational programs and services that promote student learning, equity, and success in collaboration with our diverse communities.



## DIRECTOR OF NURSING

**Division:** Health Sciences & Athletics  
**Posting Closing Date:** August 16, 2021  
**Req:** A2021-039  
**Location:** El Camino College  
**Position Type:** Educational Administrator

### REPRESENTATIVE DUTIES

Provide a curriculum that meets the requirements mandated by the BRN; prepare reports needed for continued approval by the BRN. Report changes in faculty positions. Serve as a resource for curriculum development and program evaluation.

Assist with the recruitment of students. Coordinate and supervise the admission of students into the program. Assume the responsibility for advanced placement of nursing students into appropriate classes. Supervise the submission of applications for students taking the state licensing exam (NCLEX-RN). Prepare evaluation summaries for graduating students as requested by employers. Maintain secure files for faculty, students, curriculum, and continuing education courses.

Facilitate communication between the nursing program, the division office, and other areas on campus. Interpret and implement the administrative policies, rules, regulations, and recommendations of the college.

Assist in resolving staff, faculty, and/or student problems in the nursing program. Provide guidance, feedback, and consistent follow-up to resolve problems and build a cohesive department and academic program.

Recommend persons for faculty and/or staff replacement. Recruit and maintain an active part-time and substitute-instructor list. Orient, guide, assign, and assist with evaluating all nursing department staff.

Plan and schedule nursing department classes. Plan, review and revise schedule of classes for nursing. Compute faculty load and plan teaching assignments in compliance with the collective bargaining agreement. Review and revise college catalog pertaining to nursing program each year.

Coordinate and administer nursing department budget. Allocate resources of nursing budget to provide for optimum functioning of the nursing department. Provide requests for supplies, equipment, maintenance, and improvement of facilities in cooperation with the faculty and division Dean. Provide opportunities for in-service and conference attendance.

Implement and coordinate the provision of any grants, including the Madden Endowment and Strong Workforce. Gather and share statistical data regarding nursing from governmental and non-governmental sources.

Review proposed legislation affecting the healthcare professions and implement changes in laws and regulations. Communicate changes in State and Federal legislation affecting nursing to the appropriate persons.

Represent the college as required by the division dean, vice president of academic affairs or the college president. Articulate the nursing program with higher education institutions, the district high schools, health care agencies and other community organizations.

Maintain an advisory committee for the nursing program, and serve as the chairperson.

Serve as a Campus Security Authority (CSA) for Clery Act reporting requirements. Maintain up-to-date certification for CSA status.

Perform other related duties and responsibilities as required.

## **JOB QUALIFICATIONS**

### Education and Experience:

Master's degree from an accredited college or university that includes coursework in nursing education or administration.

One year of experience in an administrative position with direct responsibility for administrative decision-making for an educational program including budgeting, employing, delegating assignments, planning, evaluating, and allocating resources.

Two years of teaching experience in pre- or post-licensure nursing programs.

One year of experience as a registered nurse providing direct patient care.

Equivalency defined: An academic year of 2 semesters or 3 quarter system semesters is the equivalent to one year of administrative experience. Pre- or post-licensure nursing programs include diploma, associate, baccalaureate or master's degree registered nursing programs.

## **OTHER QUALIFICATIONS**

### Knowledge/Areas of Expertise:

Knowledge of Accreditation Commission for Education in Nursing (ACEN) standards.

Experience in a community college setting.

Plan, organize and administer the processes and operations of the District's Nursing Program, Extended Nursing, and Partnership Programs.

Interpret, apply, and explain rules, regulations, policies and procedures.

Understand and practice the principles of administration and supervision.

### Abilities/Skills:

Assess and evaluate programs and personnel.

Communicate effectively orally and in writing.

Work cooperatively with others.

Analyze situations accurately and adopt effective courses of action.

### Licenses or Other Requirements:

Current registered nurse licensure in California or eligibility for reciprocity.

Valid California driver's license.

## **SALARY: \$136,729 Annually**

## **CONDITIONS OF EMPLOYMENT**

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

## **TO APPLY**

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>

2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as ONE PDF document.
5. Current registered nurse licensure in California or eligibility for reciprocity.

**Foreign Transcripts:** Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.etc.ca.gov/credentials/leaflets/cl635.pdf>.

Applicants with disabilities requiring special accommodations must contact Human Resources at least five (5) working days prior to the final filing date:  
[https://elcamino.formstack.com/forms/reasonable\\_accommodation\\_requestform](https://elcamino.formstack.com/forms/reasonable_accommodation_requestform)

**Please Note:** Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online. If you need assistance, you may call (310) 660-3593 Ext. 5809 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, or by email at [hr@elcamino.edu](mailto:hr@elcamino.edu).

Due to the large volume of calls received on closing dates, we highly recommend that you **do not** wait until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m.

**Closing Date: Monday, August 16, 2021 at 3:00 p.m.**

## **BENEFITS**

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental and vision insurance is available, toward which both the College and the employee contribute.

- Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at 50 percent.
- Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security.

\*Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

## **INTERVIEW EXPENSES**

Only individuals identified for FINAL interviews are eligible to have their expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Candidate must complete a Travel Request and Reimbursement Form and submit it together with all supporting documentation to the Human Resources Department.

## FOR FURTHER INQUIRIES AND APPLICATION MATERIAL SUBMISSION, CONTACT:

### **El Camino College**

### **Human Resources**

Martha E. Lopez

310-660-3593, Ext. 5809

[melopez@elcamino.edu](mailto:melopez@elcamino.edu)

16007 Crenshaw Boulevard

Torrance, CA 90506

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published Annual Security Reports and all required statistical data, which can be found on the Police Department webpage at [www.elcamino.edu/about/depts/police/cleryact/index.aspx](http://www.elcamino.edu/about/depts/police/cleryact/index.aspx). These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.

### ***El Camino College is an Equal Opportunity Employer***

*The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.*