El Camino College

Director of Nursing






El Camino College seeks a visionary, innovative, strategic, passionate, and experienced Director of Nursing who will foster campus collaborations that support the next stage of growth and achievement for El Camino College.

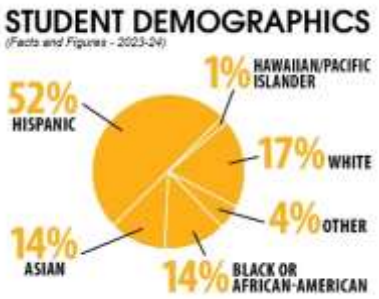
ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres 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.

MISSION STATEMENT

El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.

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.

DIRECTOR OF NURSING

Division: Healthcare Sciences
Posting Closing Date: 1/4/2027
Req: A2627-017
Location: El Camino College
Position Type: Educational Administrator

KEY ROLES/RESPONSIBILITIES

Under direction of the Dean of Healthcare Sciences, exercise direct leadership of the Nursing Program. Provide functional supervision over assigned positions. Implement the program's vision and develop, organize and implement goals and objectives; direct, improve and evaluate the Nursing Program's services and activities; and provide oversight, development, and coordination of all assigned elements of the 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; and maintains BRN and national accreditation from the Accreditation Commission for Education in Nursing (ACEN).

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the assigned unit, department, and division; lead by example; actively participate in and support College-wide shared governance components and activities and other collaborative processes; encourage professional excellence among assigned staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

For a full listing of duties and work expectations, please refer to the job description located at:
Job Description

FUNCTIONAL RESPONSIBILITIES

1. 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. In collaboration with the Dean of Healthcare Sciences, serve as a resource for curriculum development and program evaluation.

2. Assist with the recruitment of students. Coordinate and supervise the admission of students into the program. Responsible 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.

3. Prepare organized processes for new students in orientation to the program; in preparation for graduation; in preparation for application to the NCLEX examination, nursing licensure steps, and transfer programs for current or dual enrollment for BSN programs.

4. 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. Attend college management meetings as directed.

5. 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.

6. Orient, guide, assign, and assist nursing department staff.

7. Serve as lead researcher and writer for accreditation reports for internal and external accreditation agencies, such as the BRN and ACEN.

8. Review and revise college catalog, website, and printed information pertaining to nursing program each year.

9. In consultation with the Dean of Healthcare Sciences, coordinate and administer nursing program budget. Support allocation of resources of nursing budget to provide for optimum functioning of the nursing department. Provide requests for supplies, equipment, maintenance, improvement of facilities in cooperation with the faculty and Dean. Provide opportunities for in-service and conference attendance. Assure that the labs on campus have updated and modern equipment that are in alignment with current practice in healthcare/clinical sites.

10. Implement and coordinate the provision of any grants in support of the Nursing Program, including any endowments or categorically funded programs. . Gather and complete grant progress reports, as needed. Share statistical data regarding nursing from governmental and non-governmental sources.

11. In collaboration with the Dean of Healthcare Sciences, 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.

12. 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.

13. In consultation with the Dean of Healthcare Sciences, maintain an advisory committee for the nursing program and serve as the chairperson.

ORGANIZATION MANAGEMENT

1. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned programs and ensure compliance with the College's policies, procedures, and practices.
2. Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Implement priorities in conjunction with the College's comprehensive planning and budgeting guidelines. Implement an organizational structure that maximizes utilization of resources and ensures effective and efficient delivery of services.

3. Train, supervise, motivate, and evaluate the performance of assigned managerial, professional, operational, technical, and support personnel; recommend transfers, reassignment, termination, and disciplinary actions as needed; delegate and review assignments; evaluate work products and results, implement appropriate procedures to accommodate need for information and assistance; establish and monitor timelines and prioritize work. Monitor employee performance on a regular basis and provide coaching for performance improvement and/or development as needed. Anticipate, prevent, and resolve conflicts under areas of supervision.

4. Implement plans for efficient and appropriate use and security of assigned facilities; ensure compliance with health and safety regulations.

5. Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to modernize infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.

6. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

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

Experience: One (1) year of prior full-time experience in an administrative position working in a nursing department with direct responsibility for administrative decision-making for an educational program including budgeting, employing, delegating assignments, planning, evaluating, and allocating resources. Two (2) years of teaching experience in a pre- or post-licensure nursing program. One (1) year of experience as a registered nurse providing direct patient care.

Licenses and Other Requirement: Current registered nurse licensure in California or eligibility for reciprocity.

DESIRED QUALIFICATIONS

Desirable Education: Master's or Doctorate degree from an accredited college or university in nursing and that includes coursework in nursing education or administration.

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.

Knowledge/Areas of Expertise:

Knowledge of Accreditation Commission for Education in Nursing (ACEN) and Board of Registered Nursing (BRN) standards.
Experience in a community college setting.
Plan, organize and administer the processes and operations of the College'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:

Effectively and accurately read, interpret, and follow Collective Bargaining Agreements.
Proficient in grant submissions and attainment.
Evidence in implementing diversity, inclusivity, and equity in the workplace.
Assess and evaluate programs and personnel.
Respond to email in a timely manner.
Communicate effectively orally and in writing.
Work cooperatively with others.
Analyze situations accurately and adopt effective courses of action.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully.

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. Frequently involves working non-standard, evening, and weekend hours.

PHYSICAL DEMANDS

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

CLOSING DATE: MONDAY, JANUARY 4, 2027 at 3:00 P.M.

SALARY: **The starting salary range $142,203.60 (Annually)**

Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached ($164,845.44 annually).

CONDITIONS OF EMPLOYMENT

This position is designated as a full-time administrative position. Educational Administrators are employed on an initial one-year contract stating terms and conditions of employment. Contracts are subject to renewal and board approval to confirm continued employment. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. Work schedule may include weekends, evenings, and/or holidays based on business needs. During the winter recess, all management positions are required to charge three (3) days of accrued vacation between the Christmas and New Year holidays.

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.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: ADA Job Applicant Accommodation Request (maxient.com)

INTERVIEW EXPENSES

Individuals identified for FINAL interviews are eligible to have 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. Finalists must complete and submit a W-9 Form and Human Resource's "Interview Expense Reimbursement Form" and include appropriate support documentation to receive the allowable reimbursement amount.

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance
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.

Sick Leave and Disability
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 fifty percent.

Retirement
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. Upon termination, STRS or PERS retirement contributions may be withdrawn in full, plus accumulated interest. Various benefit options are available for employees upon retirement.

Summer Work Hours
During the summer, employees work eight 32-hour work weeks with full pay.

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.ctc.ca.gov/credentials/leaflets/cl635.pdf

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. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at 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. PST (pacific standard time).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College
HR Service Partner
Martha E. Lopez
310-660-3593, Ext. 5809
melopez@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

JEANNE CLERY CAMPUS SAFETY ACT

In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an Annual Security Report and all required statistical data. This publication includes 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 paper 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.