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.

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: Health Sciences & Athletics/Nursing
Posting Closing Date: April 15, 2024
Req: A2324-036
Position Type: Educational Administrator

BASIC SUMMARY OF DUTIES
Under the direction of the Dean of Health Sciences and 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), the Education Code of the State of California, and provisions of the Nursing Practice Act.

REPRESENTATIVE DUTIES
Provide a curriculum that meets the requirements mandated by the BRN. Prepare reports needed for continued approval by the BRN. Report on 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.

**DESIRABLE QUALIFICATIONS**

Able to effectively read, interpret and follow Collective Bargaining Agreements.
Proficient in grant submission and attainment.
Evidence of implementing diversity, inclusivity, and equity in the workplace.
Must be sensitive to and have understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students and of individuals with disabilities.

**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 RANGE** Starting salary is $169,614 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 the annual maximum step is reached ($196,626 annually).

**CONDITIONS OF EMPLOYMENT**
Full-time, 12-month, educational administrator position on a renewable employment contract. During the winter recess, all administrators are required to charge three (3) days of accrued vacation between Christmas and the 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 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.

**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**
Accrued paid sick leave is one day for each month of service with no maximum accrual. 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.

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

**Summer/Winter Semester Work Hours**
During the summer, employees work eight 32-hour work weeks with full pay.
During the winter, employees work five 40-hour weeks.
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. Valid California Registered Nurse License or eligibility for California Licensure as a registered nurse.

CLOSING DATE: Monday, April 15, 2024 at 3:00 p.m.

IMPORTANT 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.

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.

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.

APPLICATION ASSISTANCE
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, CONTACT:
El Camino College
Human Resources
Martha E. Lopez
310-660-3593, Ext. 5809
melopez@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

JEANNE CLERY ACT COMPLIANT
In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published an Annual Security Report and all required statistical data. 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.