

**CNA Director/Department Chair Part-Time Faculty - Pool  
South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=205047>

Downloaded On: May. 3, 2024 7:16am

Posted Feb. 6, 2023, set to expire May 6, 2024

<b>Job Title</b>	CNA Director/Department Chair Part-Time Faculty - Pool
<b>Department</b>	
<b>Institution</b>	South Orange County Community College District South Orange County Community College District, California
<b>Date Posted</b>	Feb. 6, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Lecturer/Instructor
<b>Academic Field(s)</b>	Health Sciences
<b>Job Website</b>	<a href="https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/CNA-Director-Department-Chair-Part-Time-Faculty---Pool_REQ10863">https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/CNA-Director-Department-Chair-Part-Time-Faculty---Pool_REQ10863</a>

**Apply By Email**

**Job Description**

**Title:**

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**Job Category:**

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Faculty CTA

***Job Opening Date:***

February 03, 2023

***Job Closing Date:***

***Locations:***

Saddleback College

***Pay Grade, for more information click on this link:***

<https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>

***Pay Rate Type:***

Hourly

***Work Days:***

***Work Hours:***

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***Hours Per Week:***

0

***Job Description:***

**Saddleback College has a need for CNA (Certified Nursing Assistant) Director/Department Chair position.**

The CNA Director/Department Chair is responsible for completing and monitoring California Department of Public Health (CDPH) program accreditation and ensuring the program complies with all rules, regulations, and laws including compliance with legal requirements.

**Responsibilities:**

- Drafts a schedule of classes for each semester and summer for dean's approval.
- Recommends staffing for all class sections in the department to the dean.
- Monitors class enrollments and makes recommendations for closing or opening class sections.
- Coordinates the processes for part-time faculty recruitment, assists with the screening of application materials, interviews part-time candidates and recommends candidates for hire.
- Maintains confidentiality of student information.
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Assists the dean in evaluating part-time faculty such as conducting classroom observation, making a written report, and making recommendations.

- Participates in identifying goals and priorities for department resources.
- Coordinates program review and student learning outcomes (SLO's) assessment.
- Participates in student outreach and recruitment activities.
- Communicates program needs, activities, and/or concerns to the dean and others as appropriate.
- Represents the program in school/division meetings, committees and boards.
- Identifies problems and works with the division/school dean to initiate work orders for facilities and equipment.
- Makes suggestions for the improvement of the learning environment and instructional technologies.
- Disseminates information to faculty and staff.
- Serves as advocate for clients/students.
- Responds to student complaints.
- Plans and conducts department meetings.
- In collaboration with the dean, reviews affiliation contracts with clinical agencies and maintains

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appropriate documentation to all agencies for student placement

- In collaboration with the dean, provides assessment regarding compliance with clinical placement standards
- Maintains/monitors program accreditation guidelines/standards.
- Reviews program compliance with state and federal regulations.
- Coordinates records and necessary binders in accordance with applicable rules, regulations and laws.

**Minimum Qualifications:**

**You must meet at least 1 option in all 4 categories, A, B, C and D.**

**(A) Education/Experience**

- Any Bachelor degree or higher and two years professional experience; OR
- Any Associate degree and six years of professional experience.

*Professional experience is required when the applicant possesses a master's degree. The professional experience required must be directly related to the faculty member's teaching assignment.*

**(B) Specific Experience**

- At least 2 years of specific experience: One (1) year of experience as a licensed nurse providing

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direct patient care in a long term care facility in addition to One (1) year of experience planning, implementing, and evaluating educational programs in nursing; OR

- Two years of full time experience as a licensed nurse, at least one year of which must be in the provision of direct patient care in a nursing facility. Within six (6) months of employment and prior to teaching a certification program, the Director of Staff Development or Instructor shall obtain a minimum of twenty-four (24) hours of continuing education courses in planning, implementing and evaluation educational programs in nursing. These must either be courses approved by the Board of Registered Nursing or courses administered by an accredited educational institution. A transcript of successfully completed courses shall be sent to the Department and shall be used as a basis for approval of the qualifications of the Director of Staff Development or Instructor. A copy of the transcript shall be kept on file at the nursing facility, agency or public educational institution.

**(C) CDPH Approval**

- Candidate must receive approval from CDPH for Director within two months of hire.

**(D) Commitment to Equality and Diversity**

- All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how these factors relate to the need for equity minded practices within an educational environment.

Other desired experience

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- Experience in Healthcare
- 3 or more years experience in Heathcare management
- a current Californi RN License is required

Additional qualifications

- Excellent oral and written communication skills.
- Strong organizational skills and able to work independently with little supervision.
- The selected applicant must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.
- Ability to work with at-risk populations across the lifespan.

Please attach all academic transcripts that reflect how you meet one of the above education minimum qualifications.

If your degree is from a non-US institution, you will need to attach a Foreign Degree Evaluation that was completed by a 3rd party. Please visit [www.naces.org/members](http://www.naces.org/members) for a list of companies that can complete this service for you. Applications without an evaluated degree will be considered incomplete.

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**SPECIAL COVID-19 NOTICE:**

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. Beginning January 8, 2022, all employees and volunteers must be fully vaccinated (as defined by the Centers for Disease Control) against COVID-19 unless approved as exempt due to a verified disability/medical condition or sincerely held religious belief (as defined in federal or state laws and regulations). More information can be found on our District website by visiting <https://www.socccd.edu/communications/covid-19-information>.

**NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. SOCCCD will not sponsor any visa applications.

**PLEASE NOTE:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the District to perform service that requires membership in CalPERS, is eligible to



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elect to continue retirement system coverage under CalSTRS

**DISABILITY ACCOMODATIONS:**

If you require special accommodations in the application and/or selection process, please notify District Human Resources at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to [hrrinfodesk@socccd.edu](mailto:hrrinfodesk@socccd.edu).

**ATTENDANCE REQUIREMENT:**

Report to work on a regular and consistent basis, as scheduled, to assigned job.

**CAMPUS CRIME AND SAFETY AWARENESS:**

Information regarding campus crime and safety awareness can be found at [www.saddleback.edu](http://www.saddleback.edu) or [www.ivc.edu](http://www.ivc.edu). Paper copies are available in the District Human Resources office upon request.

**DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY (EEO):**

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social

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justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

**SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**

**Important:** You must make sure that you have completed your **application** for a **posting** by **11:59 p.m.**, Pacific Time, on the posting's Job Close Date, along with any **required documents**, in order to be considered for the position.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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