RN Program Instructor and Nursing Resource Lab (NRL) Coordinator, Full-Time Faculty
Copper Mountain College

Job Title	RN Program Instructor and Nursing Resource Lab (NRL) Coordinator, Full-Time Faculty
Department	Academic Services
Institution	Copper Mountain College
	Joshua Tree, California
Date Posted	Oct. 7, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Medicine
	Health Sciences
Apply Online Here	https://apptrkr.com/5695042
Apply By Email	

Job Description

RN Program Instructor and Nursing Resource Lab (NRL) Coordinator, Full-Time Faculty

Salary: $60,128.50 - $95,042.32 Annually
Job Type: Full-Time
Department: Academic Services
Closing:
Location: Joshua Tree, CA
Job Number:

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Copper Mountain College

20241002RNG

Position Description

General Responsibilities: This is a 177 day, Full-Time Faculty, grant-funded, non-tenure track position.

Under administrative leadership, it is the responsibility of the full-time instructor to conduct assigned classes and participate in the planning, implementation, and evaluation of educational programs, courses and other experiences that will directly result in the educational growth of the students and support advancement of the values represented by the Vision Statement and Mission Statement of the District.

**PLEASE REMEMBER to attach all unofficial transcripts, resume and a letter of interest or your application packet may not be considered.

Duties and Responsibilities

Instructional Responsibilities:

- Meet classes and laboratories on days and times assigned per the published class schedule.
- Post, publish in syllabus, and maintain required office hours; advise students enrolled in the instructor's classes in such matters as:
    - Course content, scope, and meaning, grading criteria;
    - Major course requirements for degrees or certificates;
    - Strategies to assist students in achieving published SLOs;
    - Collateral or enrichment reading or experience opportunities for further understanding of the course or subject field;
    - Career opportunities related to the subject field.
- Develop and implement instruction for each class and/or laboratory period that fulfills all course requirements contained in the official Course Outline of Record (COR) and is consistent with the academic or vocational program standards and objectives.
- Develop a written syllabus based on the Academic Senate's standards and submit as per District policy.
- Periodically assess and advise students of their progress toward meeting course objectives.
- Respect student rights as specified in District policy and applicable federal and state laws or regulations.
- Submit requisitions for textbooks and instructional materials in a timely manner, according to the

approved procedure.
- When appropriate refer students to tutoring and related student services.
- Supervise students in off-campus activities when participation is expected as part of a course requirement or where such supervision is part of the instructor's load.
- Assign and submit grades by deadline in the manner provided by District policy and administrative procedure and prescribed by the Education Code and Title 5 regulations for the State of California.
- Participate in the credit-by-examination process where applicable.
- Participate in prerequisite process per District policy and procedure.
- Keep official records, collect data, and submit records by deadlines as required by District policies and administrative procedures.
- Prepare and submit necessary forms in accordance with college procedures.

Curriculum Responsibilities:

- Participate in program review in accordance with District guidelines.
- Participate in the program review process to develop and review current curriculum.
- Develop new curriculum based on program review.
- Review and revise, as necessary, transfer CORs every six years and Career Technical Education CORs every 2 years per Education Code 78016 and 55003.

Professional Development Responsibilities:

- Participate in professional development activities to stay current in skills and knowledge as they relate to the discipline, teaching and student learning. Participate in Flex activities and Staff Development Day activities each semester per District policy.

Additional Responsibilities:

- Provide the administration with assistance on the evaluation of student petitions and grievances.
- Regularly attend and participate in academic and District meetings.
- Attend and participate in commencement ceremonies.
- Participate in annual advisory committee meetings.
- Participate as a peer evaluator of full-time and part-time faculty as requested.
- Provide recommendations for instructional supplies, equipment, and other program support.
- Consult with management on personnel needs, assist with preparation of position descriptions,

and serve on screening/hiring committees as needed.

- Participate in the process of participatory governance by contributing to the academic community through committee work in the program area, college or district levels, or participate in other significant non-classroom college, district or community activities.
- Participate in supervision of student assistants and paraprofessionals as assigned.
- May act as faculty advisors to student clubs or organizations.
- Participate in articulation activities.
- Abide by District regulations concerning the proper use, care, and security of equipment.
- Advise management of unsafe conditions, potential hazards or accidents in a timely manner.
- Participate in on-going activities such as workshops, meetings, and training to ensure a safe learning and working environment.
- Demonstrate an awareness of and sensitivity to the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

Qualifications

Standards are established in accordance with the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* as adopted by the California Community Colleges Board of Governors for the discipline.

Minimum Qualifications and Requirements:

1. A Baccalaureate degree (Masters preferred) from an accredited college which shall include courses in nursing,
2. Direct patient care experience within the previous five (5) years in Medical-Surgical nursing which can be met by, at a minimum:
   1. One (1) year's continuous, full-time or its equivalent experience providing direct patient care as a registered nurse in Medical-Surgical nursing; or
   2. One (1) academic year or of registered nurse level clinical teaching experience in Medical-Surgical nursing.

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Supplemental Information

Required Attachments:
In order for your application to be considered you must attach:

1. A current and complete resume or CV highlighting educational, professional, and applicable experiences.
2. College transcripts from an accredited college or university if education is a requirement of the position (student copies are acceptable for application purposes but official transcripts will be required if hired).
3. A cover letter.

Tentative Timeline:
First consideration will be given to candidates who apply by **November 5, 2024**. Applications will be accepted until the job posting is removed.

Applications will be reviewed in the order in which they are received. Based on the number of applications received, this posting may close without notice.

*All dates are subject to change based on availability

Equal Opportunity Statement
Copper Mountain College is committed to Equal Employment Opportunity for all persons and to provide educational and employment opportunities free from discrimination on the basis of ethnic group identification, gender identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disabilities, and other physical or verbal conduct. Inquiries regarding compliance and/or grievance procedures may be directed to the School District's Title IX Officer and/or Section 504/ADA Coordinator.

To apply, please visit https://www.schooljobs.com/careers/cmccd/jobs/4673444/rn-program-instructor-and-nursing-resource-lab-nrl-coordinator-full-time-facul

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Direct Link: https://www.AcademicKeys.com/r?job=246588
Downloaded On: Oct. 19, 2024 1:20pm
Posted Oct. 7, 2024, set to expire Nov. 19, 2024

Contact Information

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

Contact

Academic Services
Copper Mountain College

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