

Director, Nursing  
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=247896>

Downloaded On: Dec. 11, 2024 4:12pm

Posted Oct. 30, 2024, set to expire Jun. 1, 2025

<b>Job Title</b>	Director, Nursing
<b>Department</b>	Staff
<b>Institution</b>	Foothill-De Anza Community College District Los Altos Hills, California
<b>Date Posted</b>	Oct. 30, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Health Sciences Administration - Academic Unit
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5763699">https://apptrkr.com/5763699</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Director, Nursing**

HR EMPLOYMENT/CAREERS

**Closing Date:11/19/24\***

**\*For full-consideration, all application packets must be received by 11:59 pm on the closing date. Application received after the closing date and/or during the open-until-filled period will only be reviewed at the request of the hiring committee.**

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**Salary Grade:**A2/A3 - I

**Full Salary Range:**\$140,846.11 - \$198,184.62 annually\*

\*Actual placement is based on applicant's verified education and experience (**Customary Hiring Range: \$140,846.11 - \$155,282.84 annually**). In addition, candidates with verified educational units beyond the minimum qualification may qualify for additional pay, up to \$564 per contract month.

**The Foothill-De Anza Community College District is currently accepting applications for the management position above.**

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

**Foothill - De Anza Community College District Mission Statement:**

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

**De Anza College Mission Statement:**

De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.

De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies:

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- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility
- Civic capacity for global, cultural, social and environmental awareness
- Critical thinking

**POSITION PURPOSE:**

Under the direction of the Division Dean, Biological and Health Sciences, the Director of Nursing serves as the manager and program planner for a variety of instructional and learning support services related to the College's Nursing Department.

**NATURE and SCOPE:**

The Director of Nursing is responsible for local leadership and management of departmental programs and fostering an equity-minded, collaborative environment to facilitate program and student success. Responsibilities include budget development and management, oversight of curriculum requirements and directing the program per Board of Registered Nursing requirements. The Director, in consultation with the Dean, is responsible for advancing the College's mission, implementing College policies, and assuring compliance with all applicable accreditation requirements, education codes, and state/Federal laws.

**KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

1. Collaborate to build, support, and advance equity-minded, student-centered programs, services, and activities that coalesce with department goals and objectives.
2. Work with staff, faculty and administration to plan, carry out, and evaluate short and long term goals, policies and objectives for the nursing program, including safety, projects, staffing and facilities utilization.
3. Develop and foster partnerships with hospitals and other healthcare facilities, state and local healthcare agencies and organizations, community organizations, government agencies, educational institutions, corporations and local businesses.
4. Consult with clinical settings/partners to expand opportunities for students within and associated with the nursing program. Collaborate with faculty to regularly convene nursing program and advisory committee meetings.

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5. Plan, direct, and coordinate safety procedures and regulations related to off-site student learning. Collaborate with hospital and other healthcare staff regarding student nursing rotations, credit course work, on-site experience and other activities, student supervision and activity coordination.
6. Collaborate with faculty and staff to develop class schedules, maintain staffing through hiring and evaluations of PT faculty and evaluate student learning in accordance with course articulation and college policies and standards, state and local healthcare training standards and regulations, enrollment services, licensing and certification standards, student needs, and program requirements.
7. Provide leadership and maintain accreditation and compliance activities for the nursing program. Specifically, maintain close contact with the Board of Registered Nursing (BRN) to ensure on-going compliance and anticipate changes to accreditation and reporting standards. Provide leadership for the department with institutional accreditation activities with the Accrediting Commission of Community and Junior Colleges (ACCJC).
8. Oversight of curriculum process for all new or revised courses/classes following the Division/College procedures on submission. Submission and approval of curriculum to the BRN.
9. Mentor faculty and staff, evaluate faculty in clinical settings. Engage in professional development to stay current in nursing and associated fields. Direct the work of support staff and faculty, in compliance with collective bargaining agreements, District policies, and established procedures. Project and plan for short- and long-range staffing needs, in conjunction with the Dean, faculty and staff.
10. Provide leadership in the development and implementation of department communication channels. Actively engage in campus governance discussions as needed.
11. Plan and recommend resource allocations that support instructional and student support including staffing, technology, facilities, and fiscal accountability.
12. Compile data for, prepare, and present financial, statistical, demographic, and other regular and special reports as needed by the BRN, division and campus.
13. Research, develop, and recommend advancements in the use of instructional technology across Nursing curriculum, programs, and services, and in the administration and implementation of student learning outcomes, reporting and activities.
14. Develop program documentation, student files, correspondence, demographic and statistical information, state and other required reports, informational materials, department equipment and materials inventory, and other data.
15. Perform other related duties as assigned.

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## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Knowledge of Board of Registered Nursing Program requirements.
2. Knowledge of California Education Code and Title 5 requirements related to the operation of community college student health services and programs.
3. Knowledge of nursing regulations, accreditation standards, and state/Federal codes, statutes, and regulations that govern California community college instructional and student learning programs relating to nursing.
4. Knowledge of California Occupational Safety and Health Association Guidelines.

### **Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Knowledge of record keeping procedures.
3. Knowledge of appropriate software and databases.
4. Ability to interpret, apply and explain rules, regulations, policies and procedures.
5. Ability to develop and implement policies and procedures.
6. Ability to design, develop, and implement health services programs and activities.
7. Ability to work confidentially with discretion.
8. Ability to communicate effectively, both orally and in writing.
9. Ability to prepare and deliver oral presentations.
10. Ability to train and provide work direction to others.
11. Ability to establish and maintain effective working relationships with a diverse population of faculty, staff and students.

## **MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Master's Degree in Nursing from a regionally accredited college or university, which includes

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course work in nursing practice, education, or administration.

**Preferred Qualifications:**

1. Minimum of one (1) year of experience as a nurse administrator performing the manager role responsibilities consistent with a qualified administrator role in a clinical or educational setting.
2. Minimum of two (2) years of experience teaching nursing in pre-or post-licensure nursing program.
3. Minimum of one (1) year of continuous, full time experience providing direct patient care as a registered nurse in a health care setting.

**License and Certifications:**

Must have a current, valid license to practice as a Registered Nurse in California and meet the California Board of Registered Nursing approval standards for program director.

**WORKING CONDITIONS:**

**Environment:**

1. Typical office environment; subject to some travel to conduct work and physical activities.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

**APPLICATION PACKET:**

1. A District on-line application on <http://hr.fhda.edu/careers/>. \*In the application, you will provide

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information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.

2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

**If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.**

**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date.**

**CONDITIONS OF EMPLOYMENT:**

**Position:** Full-Time, Categorical Funded, Contract, 12-months per year

**Starting date:** As soon as possible upon completion of the search process.

Annual salary plus benefits; excellent benefits package which includes coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

For more information about our application process contact:

Employment Services

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12345 El Monte Road

Los Altos Hills, California 94022

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1891?c=fhda>

### Contact Information

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

### Contact

Staff

Foothill-De Anza Community College District

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