

**Surgical Technology Instructor/Surgical Technology
Coordinator**
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=253567>

Downloaded On: Aug. 23, 2025 3:55am

Posted Feb. 20, 2025, set to expire Jan. 28, 2026

Job Title Surgical Technology Instructor/Surgical Technology Coordinator
Department
Institution South Orange County Community College District
Mission Viejo, California

Date Posted Feb. 20, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Lecturer/Instructor

Academic Field(s) Vocational/Technical
Health Sciences

Job Website <https://www.schooljobs.com/careers/socccd/jobs/4801560/surgical-technology-instructor-surgical-technology-coordinator>

Apply By Email

Job Description

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of

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birth, pictures, etc.) on your application or attached documents.

- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:

1. Current department chair(s) (for faculty) or supervisor(s);
2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

Description

Application materials must be received by 11:59 pm on Tuesday, April 8, 2025.

The ideal candidate for this position is an equity-minded individual who understands the importance of creating opportunities in Health and Wellness for students who have been historically underserved. Saddleback College seeks candidates who view the elimination of inequities as an individual and collective responsibility and who strive to reframe inequities as a problem of practice. In addition, the ideal candidate demonstrates a commitment to student-

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centered teaching practices, effective cross-disciplinary and cross campus collaboration, transparent decision-making, and purposeful service to the community. The ideal candidate will embrace the role of an educator who is continually learning anti-racist pedagogy and adapting to the needs of a diverse student population.

Summary of Duties and Responsibilities:

Duties and responsibilities as presented are intended to be representative and not restrictive. The District reserves the right to modify the assignment and allocation of duties in accordance with any changes in District policy and/or the faculty collective bargaining agreement.

Teach Health and Wellness and related courses to a diverse student population.

Oversee and coordinate Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) accreditation standards and reporting.

Oversee and coordinate the administration and organization.

Oversee and coordinate continuous quality review and improvement of the program.

Coordinate clinical education.

Provide leadership, organization, and provide oversight of student clinical experience.

Ensure documentation of the evaluation and progression of clinical performance leading to clinical competence.

Provide continuous quality review and improvement of student clinical experience.

Provide academic oversight, including curriculum planning and development of student clinical experience.

Ensure orientation to the program's requirements of the personnel who supervise or instruct students at clinical sites.

Coordinate the assignments of students to clinical sites.

Instruct and assist in the growth and success of a diverse population of students through careful

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preparation of course materials, effective teaching methodologies and informed critical feedback on assignments and discussions in support of student success.

Develop culturally relevant course content, culturally responsive pedagogical techniques, and effective practices for engaging students who are diverse and/or are students who are historically underserved. The ideal candidate should have experience with relevant pedagogical techniques to engage diverse student populations such as African American, Chicanx and Latinx, Native Americans, Asian American and Pacific Islanders and other disproportionately impacted students.

Participate in curriculum development and serve on department, division/school, college and district committees as necessary to maintain and improve the instructional program; participate in appropriate professional development activities.

Engage in co-curricular activities, including planning, implementing, and teaching in special programs designed to support student success.

Participate in the formulation of Student Learning Outcomes (SLOs) and the Student Learning Outcomes assessment cycle.

Maintain formal office hours; stay current on information as discussed in department and division/school meetings.

Provide an average of one (1) hour per week of college service that supports the division/school, college and/or District goals through active participation in one or more of the following categories: committee work on the department, division/school, college, and/or district level; non-classroom college, district, or community activities; department/division/school activities, events, or meetings; student club advisor activities or events.

Remain current in your discipline, of instructional methods and new technologies pertinent to areas of assignment; learn and apply emerging technologies and advances (e.g., computer software applications, Artificial Intelligence) as necessary to assist and support student success.

Teach scheduled classes and perform related duties as assigned, including comply with the applicable Course Outline of Record(s) (COR); respond to and evaluate student work regularly and consistently, inform students on a timely basis of their progress in the course throughout the term; and respond to student academic concerns, as appropriate, in a timely manner. Comply with district, college and division/school policies in the performance of duties.

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Work cooperatively with staff and students.

Regular and consistent performance of the requirements of your position.

Minimum Qualifications:

1. Must meet one of the following qualifications under (A) through (C):

A. Bachelor's degree or higher and two years of professional experience

OR

B. Any associate degree and six years of professional experience

OR

C. A combination of education and experience that is at least the equivalent of (A) and/or (B) above. Candidates making an application based on equivalency must submit a [Supplemental Application for Equivalency Determination \(Download PDF reader\)](#) in addition to all other required materials.

AND

2. Commitment to equity 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.

In addition to the minimum qualifications above, the Surgical Technology Instructor/Surgical Technology Coordinator must also meet the following:

Have documented education or experience in instructional methodology, curriculum design and program planning, and the essentials/standards of the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Accreditation Review Council on Education in

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Surgical Technology and Surgical Assisting (ARC/STSA).

Be a graduate of an education program in surgical technology accredited by a nationally recognized programmatic accreditation agency; and

Possess a credential in the field of surgical technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA); and

Have a minimum total of **five years of experience**, either in the operating room scrub role or as an instructor in surgical technology, or a combination of both, **within the past ten years**.

Application Procedure:

To be considered a candidate for this position, the following materials must be electronically uploaded:

- Completed South Orange County Community College District online application including education and experience.
- Cover letter.
- Current resume and/or curriculum vitae.
- Academic transcripts of all college level coursework showing date degree awarded from an accredited institution. For consideration, degree(s) must be awarded at the time of application, or applicant must complete the Supplemental Application for Equivalency Determination form with online application. Unofficial transcripts are acceptable at time of application. Successful candidate must provide official transcripts upon hire. Non-U.S. transcripts must include a certified U.S. evaluation (i.e., NACES agency: www.naces.org) at the time of application.

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You will also be required to answer the following question:

How has your professional background and experience prepared you to be an effective instructor at a college that is committed to equity, values diversity, and expects inclusion?

Incomplete application packages will not be considered.

Application materials must be received by 11:59 pm on Tuesday, April 8, 2025.

All submitted materials become the property of the South Orange County Community College District and will not be returned or copied and will be considered for *this* position only.

Applicant bears the sole responsibility for ensuring that the application package is complete when submitted. All travel arrangements will be at applicant's expense.

Application materials must be received by the deadline. Application materials received after the closing deadline will not be accepted.

For an online application, information, and instructions, visit the District Job Opportunities website at <https://www.socccd.edu/departments/human-resources/join-socccd> or call (949) 582-4850.

Federal law requires every new employee to present documentation showing eligibility to work in the U.S. SOCCCD does not sponsor employment Visas.

Selection Procedure:

A screening committee will review application materials which are complete and received by the

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deadline. A limited number of applicants will be invited to the District for an initial interview at their own expense. Possession of the minimum qualifications does not ensure an interview.

Compensation and Fringe Benefits:

Full-time faculty are paid on the Academic Salary Schedule (see Wages for salary placement criteria in the Academic Employee Master Agreement located under Contracts on the District website). The District offers a comprehensive package of insurance benefits which includes medical and dental insurance, vision-care plan, life insurance and dependent life coverage, accidental death and dismemberment coverage, long-term disability plan, and legal plan. All premiums are fully paid by the District.

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. The SOCCCD will not sponsor any visa applications.

California Public Employees Retirement System and California State Teachers Retirement System:

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 the SOCCCD 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 SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

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Disability Accommodations:

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to hrinfodesk@socccd.edu.

THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Supplemental Information

Hours per Week: **36**

Months per Year: **10**

Required Documents:

- Cover Letter
- Current Resume/Curriculum Vitae
- Academic transcripts of all college level coursework showing date degree awarded from an accredited institution. For consideration, degree(s) must be awarded at the time of application, or applicant must complete the Supplemental Application for Equivalency Determination form with online application. Unofficial transcripts are acceptable at time of application. Successful candidate must provide official transcripts upon hire. Non-U.S. transcripts must include a certified U.S. evaluation (i.e., NACES agency: www.naces.org) at the time of application.

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Applications missing the required document will not be considered.

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 offsite work.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, managers, and the communities it serves. More information can be found on the SOCCCD website by visiting <https://www.socccd.edu/communications/covid-19-information>.

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Attendance Requirement:

All SOCCCD employees are required to 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.ivc.edu or www.saddleback.edu. Paper copies are available in the Human Resources office upon request.

Non-Discrimination Notice:

The SOCCCD provides access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

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California Fair Chance Act:

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

Diversity, Equity, Inclusion and Equal Employment Opportunity:

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

The SOCCCD is 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 the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

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