

Long-Term Temporary Coordinator, Career
Education/Healthcare-Vocational Nursing (LTS) -
(Noncredit)
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=253759>

Downloaded On: Feb. 26, 2025 6:37pm

Posted Feb. 26, 2025 - set to expire Mar. 20, 2025

Job Title Long-Term Temporary Coordinator, Career
Education/Healthcare-Vocational Nursing (LTS) -
(Noncredit)

Department Career Education

Institution Rancho Santiago Community College District
Santa Ana, California

Date Posted Feb. 26, 2025

Application Deadline 03/20/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other
Education

Apply Online Here <https://apptrkr.com/6034379>

Apply By Email

Job Description

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Rancho Santiago Community College District

Salary Range:



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\$75,434.18 - \$124,106.29/10-month academic year, depending upon education and experience

Job Type:

Job Number: AC24-01087

Location: Orange, CA

Division: SCC Continuing Education

Closing: 3/20/2025 5:00 PM Pacific

POSITION DETAILS

About Rancho Santiago Community College District Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The district includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, the Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

RSCCD's student population is a direct reflection of the diverse communities in the surrounding neighborhoods. As a whole, the district has the honor of serving approximately 55,537 students: 51% Hispanic/Latinx, 20% White, 9% Asian & Filipino, and 2% are African American. RSCCD is a proud Hispanic Serving Institution (HSI) and serves predominately historically underrepresented students. There is a commitment to foster student centered values among our employees to provide equitable student learning, academic excellence, and workforce development. By delivering high-quality educational programs and student support services, the district ensures that students have the appropriate resources to achieve their goals.

At RSCCD, our mission is to integrate diversity, equity, inclusion, accessibility, and justice into all aspects of student academics and employee relations. Thus, creating transformational experiences

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that prepares students and employees to engage in the world with a renewed sense-of-self. Through this commitment, Rancho Santiago Community College District strives to cultivate a learning environment that prioritizes respect, to ensure that RSCCD stakeholders feel valued and supported throughout their academic and professional careers.

About the Position The ideal candidate will demonstrate cultural competency in serving diverse community college student populations, including those with differing abilities, AB 540 students, DACA recipients, Foreign Residents, VACA participants, and Continuing Education students. They will support RSCCD's mission to promote self-awareness, knowledge, and communication skills, enabling students to participate creatively and confidently in an ever-changing world. Candidates will cultivate an inclusive classroom culture that engages and supports a diverse student population. They should effectively teach students from varied ethnic, racial, cultural, and socioeconomic backgrounds, including those with disabilities or differing academic preparation levels. Candidates should show sensitivity to diverse learning needs and a commitment to equity and anti-racism. They will help empower students to achieve their educational and career goals while fostering creativity, confidence, and lifelong learning.

General Responsibilities

- Coordinate assigned projects within the short-term vocational programs with an emphasis on healthcare occupations.
- Coordinate clinical placement schedule for hands-on training.
- Coordinate meetings with other agencies within the RSCCD and neighboring regions in the development and maintenance of healthcare programs.
- Monitor instructional programs for compliance with state agencies.
- Lead/support efforts toward expanding healthcare curriculum that integrates educational and/or career pathways.
- Lead/support the implementation of program review and improvements.
- Assist in the hiring and training of instructors.
- Make recommendations for instructional supplies, equipment, and grants.
- Work with department faculty to follow an action plan and track progress towards project outcomes.
- Assist in maintaining and creating course outlines, assessments, and instructional materials related to instructional programs.
- Responsibilities may include classroom and online instruction, which may include obtaining an online teaching certification. Instructional assignments may be online, hybrid, in-person, evening or off-campus, unless excused according to Board Policy provisions.
- Maintain accurate records of student enrollment, learning outcomes, attendance, and academic

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progress.

- Be familiar with and observe the administrative regulations. Participate in college governance, noncredit committees, department meetings and other duties as assigned. Maintain accurate records of student enrollment, learning outcomes, attendance, and academic progress.
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QUALIFICATIONS

Requirements Minimum Qualifications(Applicants must meet one of the following): Possess from an accredited institution:

- Bachelor's degree; and two years of occupational experience related to the subject of the course taught, OR
- Associate degree; and six years of occupational experience related to the subject of the course taught, OR
- Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject matter, OR
- For courses in an occupation for which the district offers or has offered apprenticeship instruction, the minimum qualifications for noncredit apprenticeship instructors in that occupation, as specified in title 5 section 53413

Additional Qualifications

- The Faculty Coordinator Career Education/Healthcare-VN (LTS) must be a Registered Nurse (RN) who, at a minimum, meets the requirements stated by the Board of Vocational Nursing Title 16 of the California Code of Regulations sections 2529, as applicable.
- Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ability, and ethnic backgrounds of community college students, staff, and the community.
- A working knowledge of and experience with student learning outcomes and assessment.

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APPLICATION PROCESS

This long-term assignment is temporary. To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below as soon as possible. Only complete application packets will be considered for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Cover Letter
3. Curriculum Vitae (CV) or Resume - details all relevant education, training, and teaching experience (including courses taught), and other work experience
4. Academic Transcripts (unofficial copies are accepted)

Foreign Degrees

Transcripts from countries other than the United States must be evaluated by an agency that is approved by or a member of the National Association of Credentials Evaluation Service (NACES) or the Association of International Credential Evaluators, Inc. (AICE), or Commission on Teacher Credentialing (CTC).

Application Screening In addition to the specific requirements and responsibilities listed in the Job Announcement, the following criteria will be considered in selecting candidates:

- Educational experience breadth and depth
- Work experience breadth and depth
- Demonstrated leadership capabilities
- Curriculum development
- Program development
- Community involvement
- Demonstrated experience in working with a diverse socioeconomic community
- Credential or minimum qualifications authorizing service in other areas of need
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview.

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Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

Interview Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills
- Successful teaching, problem-solving, or performance demonstration
- Writing skills/demonstration

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

Disability Accommodations Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

Conditions of Employment The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)
4. Submit official transcripts.
5. Submit official verification of employment letters.

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or

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mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4754685/long-term-temporary-coordinator-career-education-healthcare-vocational-nursing>

Contact Information

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

Contact

Career Education
Rancho Santiago Community College District

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