

Full-Time Health Occupations/Nursing Instructor
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=254426>

Downloaded On: Apr. 1, 2025 11:52pm

Posted Mar. 14, 2025, set to expire Apr. 10, 2025

Job Title	Full-Time Health Occupations/Nursing Instructor
Department	
Institution	West Valley-Mission Community College District Santa Clara, California
Date Posted	Mar. 14, 2025
Application Deadline	04/10/2025
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Health Sciences
Apply Online Here	https://apptrkr.com/6076473

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Job Description

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Full-Time Health Occupations/Nursing Instructor

Closing Date: 04/10/2025

Definition:

The Health Occupations Department at Mission College is now accepting applications for a full-time, tenure-track instructor who shares our excitement for teaching and our commitment to excellence in education. We are looking for someone with a willingness to help our department grow and who will enjoy working with our diverse student body. Applicants who possess the knowledge, skills, ability, and

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life experiences to address the cultural and educational needs of a linguistically and culturally diverse student population are encouraged to apply.

Mission College, located in the heart of Silicon Valley, is seeking someone who thrives in a fast-paced and innovative environment. Recognized as both a Hispanic Serving Institution and an Asian American Native American Pacific Islander Serving Institution, Mission College is known for the strength of our academic programs and faculty as well as our equity-minded and student-focused approach that combines high-tech and high-touch.

Applicants interested in teaching within an energetic, student-centered culture that looks to the future would find Mission College a perfect fit.

Assignment:

This is a full-time, 11-month, tenure-track faculty position that begins in *Fall 2025*. Instructional assignments may include day and/or evening classes, Monday through Sunday, as needed and rotate among the Health Occupations faculty. It is expected that over several semesters, all levels of Health Occupations offered at the college will be taught. This position is represented by the West Valley-Mission Federation of Teachers (WVMFT / AFT Local 6554).

Work location: Mission College, Santa Clara, CA

Salary and Benefits:

Anticipated Hiring Range:

- \$97,097-\$156,692.80 annually (11 months), based upon academic achievement, teaching and related experience (Academic Salary Schedule, Steps 1-9).

Benefits include:

- Employer-contributed medical, dental and vision for employee, spouse and dependents.

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- Employer paid long term disability for employee.
- Employer-provided life insurance.
- Sabbatical, Rejuvenation and Retraining Leaves.
- Banked leave provisions.
- Professional Growth and Development activities.
- 11 days sick leave accrued annually; personal necessity and catastrophic leave.
- Conference leaves.
- Opportunity for overload assignments.
- Cal STRS Retirement.
- Position is union affiliated.

Minimum Qualifications:

1. Education: Possess one of the following:

- An associate degree from an accredited college with six (6) years of work experience; OR
- A bachelors degree from an accredited college with two (2) years of work experience;

AND

2. A clear and active license issued by the Board of Registered Nursing;

AND

3. Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Desired Qualification:

The ideal candidate will also demonstrate the following desired qualification(s):

- Masters degree preferred with 2 years of working experience
- California Department of Public Health approval as DSD or Instructor OR ability to meet the following requirements set forth by CDPH:

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- Two (2) years of nursing experience (RN);
- One (1) year verifiable experience as a license nurse providing care and services to chronically ill or elderly patients in an acute care hospital, skilled nursing facility, intermediate care facility, home care, hospice care, or other long-term care setting; AND completion of a course in teaching adults.

Knowledge and Abilities:

Not Applicable

Examples of Duties and Responsibilities:

Instructional duties and assignments may consist of one or more of the following:

- Provide instruction for assigned courses. This includes preparation, in-class activities, evaluation of students work, consultation with students outside of class (scheduling time beyond normal office hours if necessary), ensuring regular effective student contact for Distance Education courses, maintenance of currency in the subjects taught and other efforts related to the teaching of the assigned classes, and participate in the process of SLO assessment and evaluation and use the results of these assessments in the process of continuously improving student learning.
- Maintain accurate class and other records.
- Submit, when due, all necessary reports, such as attendance, grade reports, rosters, class and office schedules.
- File a syllabus for each course with the appropriate division offices.
- Post and maintain office hours each week.
- Provide each student with a current course syllabus as required by Title 5, which includes SLOs, classroom procedures, requirements and grading policies and provide a copy to the Division Office.
- Refer students to appropriate college resources.
- Assist students by providing advice on requirements for successful achievement in the members area of expertise.
- Assume institutional responsibilities, essential to the ongoing operation and effective achievement of department, division, college and district programs.

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Working Conditions:

Other Duties:

Application Information:

Physical Demands:

Applicant Information:

APPLICATION INFORMATION:

- Interested applicants must submit online all materials requested, including: (1) A completed online West Valley-Mission Community College District application; (2) Supplemental application questions; (3) Resume; (4) Unofficial copies of transcripts; (5) Cover letter and/or reference list, if requested; and (6) Any requested licenses or certificates, if applicable.
- All sections of the online application, including Education and Educational Work History, must be completed thoroughly.
- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

ABOUT TRANSCRIPTS:

- If a minimum requirement is possession of a degree, then a copy of transcripts is required to be included with your application to verify the degree being awarded. If no transcripts are included, the application may be screened as not meeting minimum requirements.
- Degrees must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.

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- Candidates with degrees not identical to the required state or local qualifications must apply for equivalency by completing the equivalency form, which is part of the application package. See Equivalency Information below.
- Candidates with degrees earned outside of the United States must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with this online application.
- If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store; then attach the electronic version of your transcript to this online application.
- Copies of diplomas, grade reports, graduation petitions, transcript evaluations requests, or similar documents WILL NOT be accepted in lieu of transcripts.
- When uploading transcripts, please ensure they are NOT encrypted, secured, or password-protected or they will be rejected by the system.

EQUIVALENCY INFORMATION:

Applicants applying under equivalency bear the responsibility of submitting the Districts Equivalency Application form with details and evidence of the factors (academic preparation and/or experience) that they believe to be equivalent of the required qualifications for this position. Application(s) for equivalency are required if degrees are not in exact discipline required.

The Equivalency Application is included in the online application as an OPTIONAL form to complete.

- ONLY complete the Request for Equivalency application if degree does not match discipline(s) stated in the Minimum Qualifications.
- List accurately and completely the courses taken that match requirements of the required degree.
- Do NOT attach documents such as course evaluations.

For assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2174 Fax: (408) 741-2564

Email: Jobs@wvm.edu

Selection Process:

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SELECTION PROCESS INFORMATION:

- After the deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.
- All candidates will receive an e-notification to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- Travel expenses to attend first-level interview are the responsibility of the candidate.
- Application materials become the property of the District and will not be returned or duplicated.
- The District may choose to re-advertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Any tentative verbal offer of employment is contingent upon formal approval of the college Governing Board.
- Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.
- Prior to employment, the selected candidate must submit official transcripts.
- The District DOES NOT provide visa sponsorship.

EEO STATEMENT:

West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic information, ancestry, gender identity, gender expression, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or veteran status, and medical condition consistent with applicable federal and state laws.

Special Instructions to the Applicant:

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ADDITIONAL DOCUMENT REQUESTED:

- Upload a photocopy of any licenses, certificates or California credentials you may possess as related to this position.

Posting Number: FY22/23-267FT

Open Date: 03/13/2025

Close Date: 04/10/2025

Open Until Filled: No

For more information on this position and to apply, please visit our website at the following link:

wvm.peopleadmin.com

West Valley-Mission Community College District is an Equal Opportunity Employer.

Contact Information

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

Contact

N/A

West Valley-Mission Community College District

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