

Director, Nursing (Full-Time, Academic Administrator)
Fresno City College
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=254676>

Downloaded On: Apr. 2, 2025 5:11 am

Posted Mar. 21, 2025, set to expire May 5, 2025

Job Title	Director, Nursing (Full-Time, Academic Administrator) Fresno City College
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Mar. 21, 2025
Application Deadline	05/05/2025
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Health Sciences
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Job Description

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Director, Nursing (Full-Time, Academic Administrator) Fresno City College

State Center Community College District

Closing Date: 5/5/2025 at 11:55 PM

Campus Location: Fresno City College

Start Date: 03/18/2025

Essential Functions:

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General Purpose

Under general direction of the Dean, Instruction, plans, organizes, directs and integrates operations of the Registered Nursing (RN) instructional program; provides leadership in program/curriculum development, Guided Pathways, and RN program review and improvement; oversees and performs class schedule development; assigns and approves professional development; assists the Dean in faculty evaluation and tenure processes; ensures compliance with all regulations and requirements established by the California Board of Registered Nursing; promotes and represents the RN program with other campus departments and with community partners; manages assigned functions to ensure compliance with District policies and procedures and all state and federal codes, educational regulations and requirements; and performs related duties as assigned.

Distinguishing Characteristics

Director, Nursing is distinguished from other academic directors by the incumbent's responsibility for the leadership and administration of the Registered Nursing program as required by licensing and accrediting agencies.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Plans, organizes, directs, controls, integrates and evaluates the academic programs and work of the Registered Nursing department; with employees, develops, implements and monitors academic and work plans to achieve goals and objectives; monitors performance against the annual department budget; manages and directs the development, implementation and evaluation of plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
2. Participates in the selection and onboarding of full-time and part-time faculty, in coordination with their department, Dean, selection advisory committee, and the Human Resources Department; conducts and/or facilitates new employee orientations; coordinates and participates in the timely evaluation of faculty; encourages faculty in their continuing professional development; works to promote and maintain a collegial environment; serves as a mediator in the adjudication of faculty, staff, student and community conflict-resolution and grievance processes.
3. Directs and manages the performance of assigned employees; directs and oversees the selection of employees; establishes performance requirements and professional development targets for direct reports; regularly monitors performance and provides

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coaching for performance improvement and development including timely performance evaluations; ensures accurate reporting of absence time; hears and acts on employee grievances; subject to concurrence by senior management and Human Resources, approves or takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Board Policies, Administrative Regulations, Human Resources procedures, Personnel Commission Rules, and collective bargaining agreements.

4. Develops, administers, supervises and monitors the program's budgets to ensure effective financial management and alignment with the nursing program's goals; works closely with the Dean to identify, pursue, and secure additional funding sources, including grants, donations, and partnerships, to support the program's growth and sustainability; manages resource allocation to optimize the use of available funds, ensuring that financial resources are distributed efficiently across program areas; consults with Dean regarding expenditure needs outside of the approved budget and provides strategic recommendations for reallocating resources as necessary to meet emerging priorities.
5. Provides day-to-day leadership and works with employees to ensure a high-performance, service-oriented work environment that supports achievement of the department's and the District's mission, objectives and values; promotes workplace diversity, inclusion, cultural competency and a positive work environment.
6. Works closely with Guided Pathways and Equity Committees to advance the State Chancellor's Vision for Success; works with K-12, college, and university partners in the development of career and/or transfer pathways; leads initiatives to foster an inclusive and diverse environment within the nursing program by developing and implementing strategies that promote diversity in recruitment, retention and curriculum development; collaborates with stakeholders to regularly assess the program's diversity efforts and makes necessary adjustments to meet evolving needs and promote equitable healthcare outcomes.
7. Participates in the development and implementation of District and college strategic plans, goals and objectives; leads and directs department employees in the development and application of new methodologies, technologies and business process improvements to achieve higher efficiency, productivity and customer service in department work processes.
8. Plans, organizes and manages the effective delivery of college instructional programs for Registered Nursing; assists faculty with program accreditation requirements; recommends faculty teaching assignments and monitors teaching loads; manages and oversees the scheduling of section offerings and classrooms including theory classes, skills lab, and hospital clinical laboratory experiences with a focus on medical/surgical nursing; ensures student safety policies and procedures are followed as outlined in the student handbook and as established at the clinical site; monitors class sizes and cancellations and approves

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and directs implementation of schedule changes; creates and works with faculty to maintain an assessment plan to measure program courses for student learning outcomes; leads and works with the Dean and faculty in conducting curriculum and overall program review, evaluation and planning to ensure the currency and relevance of curriculum in meeting the needs of students.

9. Promotes and participates in collaborations with other schools of nursing and the health care community to develop partnerships and support clinical placement of students in the programs.
10. Works with department faculty, staff and administration to ensure compliance with California Code of Regulations Title V, accreditation standards and Board Policies and Administrative Regulations; ensures compliance with all regulations and requirements established by the State of California Board of Registered Nursing and with required student learning outcomes; and ensures the Registered Nursing Program maintains approval with the Board of Registered Nursing.
11. Provides leadership and coordinates participation in state, local and regional collaborations and in community outreach activities in an effort to expand programs; promotes the college's nursing programs; oversees the development of grant applications and administration of grants.
12. Recommends, develops, implements, and revises policies, procedures and operational guidelines to improve and/or clarify processes.
13. Engages in professional development by attending relevant conferences, workshops, and seminars to stay current with nursing education trends.
14. Interprets, applies and ensures compliance with all federal and state laws, applicable program policies, procedures, guidelines and reporting requirements; remains current on applicable legislative decisions and developments; ensures accuracy and validity of program tracking and data; develops, maintains and audits spreadsheets, databases and reports; utilizes third-party portals and databases to research and track student information.
15. Makes presentations to diverse audiences, including the Board of Trustees and to other board-level groups.
16. Serves on or leads committees, workgroups, and task forces, and represents the college/District at local, regional, state and national conferences, meetings, workshops and training seminars.

Other Duties

1. Manages and oversees the maintenance of student clinical records.
2. Responds to and manages issues or emergencies that arise within the nursing program, ensuring

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the development of effective protocols, staff readiness through ongoing training and providing clear leadership during critical situations.

3. Schedules and presides over meetings of the Nursing Advisory Committee.
4. Participates in participatory governance processes and initiatives.
5. Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.
6. Performs related duties as assigned.

Minimum Qualifications:

Must have evidence of responsiveness to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, as these factors relate to the need for equity-minded practices.

An earned master's degree or higher in nursing, education, or administration from an accredited college or university; **and** a minimum of one year's experience as an administrator with validated performance of administrative responsibilities consistent with Section 1420(h); **and** a minimum of two years' experience teaching in an associate degree or higher-level nursing program; **and** at least one year of experience as a registered nurse providing direct patient care; **or** equivalent qualifications as approved by the Board of Registered Nursing.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Current license as a Registered Nurse issued by the State of California Board of Registered Nursing.

Desirable Qualifications:

Experience and skill with addressing issues of equity; recent experience working with African American, Latinx, Native American, and other racially minoritized students and an understanding of how historical patterns of exclusions of these groups in higher education shape patterns of participation and outcomes; willingness to examine and remediate one's relational practices to more effectively engage and support racially minoritized students; and a commitment to participatory governance, consensus building, and team approach to management.

Knowledge, Skills and Abilities

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Knowledge of:

1. Advanced knowledge of the theory, principles, best practices and methods of nursing and patient care.
2. Laws, regulations, competency requirements and ethical standards applicable to the field of nursing in the State of California.
3. Principles and practices of nursing instructional program development and administration, including trends in curriculum development and articulation.
4. Applicable federal, state and local laws, rules and regulations, including the Family Educational Rights and Privacy Act, California Education Code and Administrative Code and HIPAA.
5. Accreditation standards of the Accrediting Commission for Community and Junior Colleges.
6. Principles and practices of generally accepted accounting and auditing procedures.
7. Community college curriculum, organization, operations, policies and objectives.
8. District/college student recordkeeping practices, procedures and systems for processing and maintaining student information.
9. Principles and practices of sound business communication including proper English usage, grammar, spelling, and punctuation.
10. Research methods and analysis techniques.
11. Principles and practices of effective management and supervision.
12. Principles and practices of strategic planning.
13. Basic principles and practices of organizational improvement and culture change.
14. Safety policies and safe work practices applicable to the work being performed, including those required in crisis or threat situations.
15. Board Policies, Administrative Regulations, Human Resources procedures, Personnel Commission Rules, and collective bargaining agreements.
16. Community college and its missions and goals.

Skills and Abilities to:

1. Understand the importance of holding oneself accountable as educators for closing equity gaps and engaging in equitable practices.
2. Reframe inequities as a problem of practice and view the elimination of inequities as an individual and collective responsibility.
3. Encourage positive race-consciousness and embrace human difference.
4. Reflect on institutional and teaching practices and aim to create a culturally responsive teaching environment.

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5. Strategically build buy-in and participation among colleagues for equity-related initiatives.
6. Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
7. Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.
8. Plan and direct activities and instructional programs and operations of the Registered Nursing department, its employees.
9. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
10. Analyze, interpret and make sound recommendations on complex standards, policies and nursing instruction issues.
11. Work collaboratively with other deans, directors and managers and the community and provide expert advice and counsel to develop solutions to complex issues.
12. Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
13. Develop and implement appropriate procedures and controls.
14. Understand, interpret, explain and apply applicable laws, codes, ordinances, standards and accreditation requirements.
15. Represent the college effectively in dealings with students, employees, other colleges, community partners, health care facilities, and the State Board of Registered Nursing.
16. Oversee and ensure the physical safety of students during classes including skills labs and clinical settings.
17. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
18. Operate a computer and use standard business software.
19. Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
20. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
21. Communicate effectively, both orally and in writing, and practice active listening.
22. Establish and maintain effective working relationships with all those encountered in the course of work.
23. Contribute to institutional vitality and growth.

Conditions of Employment:

219 duty days and 24 vacation days for a total of 243 days. Duty days will be prorated based upon start of assignment.



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Salary and Benefits:

\$140,215 - \$157,814 based on education and experience. A doctoral stipend of \$2,419 is available. *Duty days will be prorated based upon start of assignment.* In addition, the District offers an attractive fringe benefit package including medical, dental, and vision coverage for the employee and dependents, and life insurance for employees. Employees are also members of the California State Teachers' Retirement System (CalSTRS).

Selection Procedure:

Applications will initially be screened by Human Resources to determine which applicants meet the minimum qualifications as stated in the job announcement.

From the applicants who meet the minimum qualifications and who have submitted all the required documents, a search advisory committee will screen the application packets and determine the candidates who are best qualified based on the minimum qualifications and desirable qualifications. Those candidates will be invited to interview.

The selection committee will rate responses to the interview questions and writing prompt (if applicable). Based on this rating, a small number of applicants will be selected as the "recommended candidates". These candidates will be forwarded to the Vice President and College President for final interviews.

A hiring recommendation will be made by the College President and forwarded to the Board of Trustees of State Center Community College District for final approval.

State Center Community College District is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.

[SCCCD EEO Plan](#)

For more information, contact the Academic Human Resources Office, 1171 Fulton St, Fresno, CA 93721, (559) 243-7100. For more information on Fresno City College or State Center Community College District, visit our website at www.scccd.edu. **Please refer to position number FNURS-DIR (Slot# 1167).**

Submission of application and related materials is the applicant's responsibility and must be submitted through the District's online applicant portal. The District reserves the right to re-advertise or to delay indefinitely the filling of a position if it is deemed that the applicants for



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the position do not constitute an adequate applicant pool or if funding is not available. All application materials are subject to verification. False statements may be cause for disqualification or discharge from employment.

Additional Information:

This is an academic management position, exempt from overtime provisions of the Fair Labor Standards Act, with responsibility for formulation and implementation of district policies, regulations, budget decisions, and supervision of personnel including assignment of work, evaluation of performance, adjusting grievances, recommending hiring, transfer, suspension, layoff, recall, promotion, and termination.

Physical and Mental Demands

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this assignment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this assignment, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and occasionally lift up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this assignment, employees are regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with intensive deadlines and frequent interruptions; and interact with District/college managers, faculty, staff, the public and others encountered in the course of work.

Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this assignment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Employees work under typical office conditions subject to frequent public contact and interruption and intermittent exposure to individuals acting in a disagreeable fashion, and the noise level is usually quiet. Incumbents may occasionally be exposed to biologic hazards and risk of radiation. The employee may be required to travel to locations other than assigned worksite and to adjust to work schedule changes. This is an academic management position exempt from overtime provisions of the Fair Labor Standards Act.

At Fresno City College we value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college and the workforce community. The successful academic manager will be an equity-minded individual committed to student success by collaborating with faculty, classified staff, administration, students and community partners who are also dedicated to closing equity gaps. An equity-minded individual is a person who:

1. Understands the importance of holding ourselves accountable as educators for closing equity gaps and engaging in equitable practices;
2. Reframes inequities as a problem of practice and views the elimination of inequities as an individual and collective responsibility;
3. Encourages positive race-consciousness and embraces human difference;
4. Reflects on institutional and teaching practices and aims to create a culturally responsive teaching environment; and
5. Strategically builds buy-in and participation among colleagues for equity-related initiatives.

Fresno City College seeks academic managers who value mentorship and working in a collegial, collaborative environment, guided by a commitment to helping all students achieve their educational goals. The college strongly encourages collaboration across all departments and divisions to create inclusive, integrated, and interdisciplinary learning experiences. Academic managers should be open and willing to participate in culturally relevant professional development that will help them prepare for the population of students who attend Fresno City College. Additionally, the college desires academic managers to utilize a framework of practices that is grounded in change theory and cognitive science.

The ideal candidate will share Fresno City College's commitment to educating its racially and socioeconomically diverse student population. For the 2023-2024 academic year, we enrolled over 39,271 students in which 66% identify as Latinx, 11% as Asian/Pacific Islander, 5% as Black/African American, 15% as White, 1% as American Indian/Alaska Native, and 3% as multiracial. Fresno City College is a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the

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educational attainment and economic well-being of the surrounding community. The successful candidate will join a department dedicated to the use of a curriculum responsive to the students it serves.

About the College

As the very first community college in California, Fresno City College has a proud history of leadership in education and preparing generations of students for their future. Fresno City College is nestled near the lively Tower District and minutes from downtown Fresno, brick buildings and towering trees tell the long story of this historic institution. It is committed to academic excellence and diversity, equity and inclusion among its faculty, classified professionals, and students. The college takes responsibility for equitable outcomes and successful pathways for all students.

Work for Us!

Mission

As California's first community college, Fresno City College provides access to equity-centered, quality, innovative educational programs and support services. Committed to a culture of anti-racism, we create dynamic communities of respect and inquiry which encourage student success and lifelong learning while fostering the sustainable economic, social, and cultural development of our students and region.

Vision

Fresno City College aspires to build upon our equity-centered mission and further our commitment to normalize a culture of racial equity and anti-racism. As a community of educators and learners, we will use our individual and collective positions of influence, power, and privilege to foster a community of belonging, affirmation, and validation. We will courageously join as faculty, staff, and students in upholding our core values to transform lives in the Central Valley and beyond.

Core Values

Equity-Mindedness: We call attention to patterns of inequity in student outcomes and take personal and institutional responsibility for the success of our students. We critically reassess our own practices, are race-conscious, and aware of the social and historical context of exclusionary practices in American Higher Education.

Social Justice: We are focused on removing institutional barriers, taking responsibility for and mitigating systemic barriers. We are invested in validating our students' lived experiences through examining qualitative and quantitative data which enhances our understanding of intersectionality. This



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builds a foundation of data-driven solutions and responses to systemic issues.

Sustainable Social and Economic Mobility: We commit to breaking extractive, exploitative, and racist systems and practices. Servimos y empoderamos (we serve and empower) marginalized and racially-minoritized individuals, communities, and histories. With invested community partners, we build programs which foster trans- generational economic growth and prosperity.

[FCC Institutional Research Site](#)

To be considered for this position please visit our web site and apply on line at the following link: www.scccd.edu

EOE

Contact Information

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

Contact

N/A

State Center Community College District

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