

Part-Time Nursing Assistant Instructor (Pool)
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261721>

Downloaded On: Aug. 28, 2025 2:28am

Posted Aug. 27, 2025, set to expire Dec. 18, 2025

Job Title Part-Time Nursing Assistant Instructor (Pool)
Department Mission College
Institution West Valley-Mission Community College District
Santa Clara, California

Date Posted Aug. 27, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Lecturer/Instructor

Academic Field(s) Medicine
Health Sciences

Apply Online Here <https://apptrkr.com/6493327>

Apply By Email

Job Description

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Part-Time Nursing Assistant Instructor (Pool)

Closing Date:

Definition:

PART-TIME, ASSOCIATE FACULTY POOL

Applications for Part-Time, Associate Faculty pools are continually accepted (unless otherwise

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specified) by the District and will be added to the application pool for review by hiring authorities on an as-needed basis. Should you be invited for an interview, you will be contacted by a District representative.

Assignment:

This position is a part-time position as an Associate Instructor. The teaching assignment may require teaching lecture-discussion courses during day, evening or on Saturday and/or in an on-line/distance education format. The assignments are as needed, during Spring, Summer, and/or Fall semesters. This position is represented by the West Valley-Mission Federation of Teachers (WVMFT / AFT Local 6554).

Work location: Mission College, Santa Clara, CA, as well as local area clinical agencies.

Salary and Benefits:

Salary is based on a percentage of workload, up to a maximum of 67% of a full-time load. Salary is prorated based on an initial hiring salary range of \$36,191 - \$52,297 per semester; and is based on academic achievement, teaching and related experience.

Minimum Qualifications:

1. Education & experience - Possess either:

- Any bachelors degree AND two (2) years of nursing experience (LVN or RN); OR
- Any associates degree AND six (6) years of nursing experience (LVN or RN);

AND

2. One year of experience as a licensed nurse providing care to **chronically ill or elderly patients in a long-term care setting.**

AND

3. A clear and active license issued by either the Board of Registered Nursing OR the Board of Vocational Nursing;

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AND

4. Completion of ONE of the following:

- One year of experience teaching adults; OR
- One year of experience supervising nurse aids; OR
- Completion of a course in teaching adults.

AND

5. 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:

Not applicable

Knowledge and Abilities:

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 for in-class or on-line/distance education activities, evaluation of students work, consultation with students outside of class and/or on-line, maintenance of currency in the subjects taught.
- Maintain accurate class and other records required by the college.
- Submit, when due, attendance rosters and grade reports.
- Follow course outlines as filed in the instruction offices.
- Maintain office hours each week, at .5 hours per week per section.
- Observe, support and enforce the regulations, policies and programs of the District and college.
- Provide each student with a written course syllabus at the beginning of the course, as per instructions in the Faculty Handbook.
- Refer students to appropriate college sources for information on counseling and other student services.
- Assist students by providing advice on requirements for successful achievement in the members

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area of expertise.

- Work cooperatively within the college community.
- Foster an environment that protects academic freedom within the college community.
- Foster a positive working environment that is free from harassment, prejudice and/or bias.
- Demonstrate a respect for the dignity of each individual.

Working Conditions:

Other Duties:

Application Information:

APPLICATION INFORMATION:

- Interested applicants must submit online all materials requested, including:
 - A completed online West Valley-Mission Community College District application;
 - Resume;
 - Unofficial copies of transcripts;
 - Photocopy of California Nursing license; and
 - Copy of BLS card.
- 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.

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- 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.
- 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.

For reasonable accommodations and 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

Physical Demands:

Applicant Information:

Selection Process:

SELECTION PROCESS INFORMATION:

- Applications will be screened by appropriate department representatives on an as-needed basis. Qualified applicants who best meet the needs of the division will be contacted for an interview.
- Travel expenses to attend the interview are the responsibility of the candidate.
- Applications will remain in our online system for 1 year. Each year, part-time pools will be refreshed and applicants will be notified of the opportunity to re-submit application.
- Application materials become the property of the District and will not be returned or duplicated.
- The district reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Upon hire the successful candidate must provide the required documents of identity and

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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:

Please upload a screenshot of a current, active California nursing license AND a copy of your BLS card.

Posting Number: FY22/23-002POOL

Open Date: 05/22/2025

Close Date:

Open Until Filled: Yes

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

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

Contact

N/A

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