

Director of Nursing and Health Sciences
Copper Mountain College

Direct Link: <https://www.AcademicKeys.com/r?job=234489>

Downloaded On: May. 16, 2024 4:38am

Posted Apr. 11, 2024, set to expire Aug. 8, 2024

Job Title Director of Nursing and Health Sciences
Department Academic Services
Institution Copper Mountain College
Joshua Tree, California

Date Posted Apr. 11, 2024

Application Deadline Open until filled
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 of Nursing and Health Sciences

Salary: \$109,342.92 - \$159,028.62 Annually

Job Type: Full-Time

Department: Academic Services

Closing:

Location: Joshua Tree, CA

Job Number: 2024-04-09-DNHS

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Position Description

Under the direction of the Vice President of Academic Services, the Director of Nursing and Health Sciences is responsible for providing leadership, planning, direction, coordination and evaluation of the Associate Degree Nursing (ADN) Program, Vocational Nursing, Nurse Assistant, and Home Health Aide Programs and supervision of the associated faculty and staff. Leadership will include leading the faculty in programmatic revision while ensuring compliance with the California Board of Registered Nursing (BRN), Board of Vocational Nursing/Psychiatric Technicians (BVNPT), and the California Department of Public Health (CADPH). The Director is responsible for faculty selection, staffing, and qualification verification with respective boards. The Director oversees each Program's budget, ensures operational compliance for all programs, supervises and evaluates instructional activities on campus and clinical facilities, and participates as a member of the management team.

This is a 40-hour/week, 12-months/year position.

****For your application to be considered, you must attach the required attachments listed below****

Duties and Responsibilities

The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Demonstrate and provide leadership in ensuring equitable and culturally responsive Nursing and Health Sciences instructional services to students. Provide leadership and collaborate closely with faculty for the continuous improvement of instruction through the development and assessment of learning outcomes promoting a commitment to equity-focused student-centered learning.
- Direct implementation and provide leadership for the District's health sciences instructional programs and services, including hiring, onboarding, supervision and evaluation of faculty and staff;
- Appoint Assistant Director(s) and or other mandated leadership positions of the Registered Nursing Program, Vocational Nursing Program, Nurse Assistant Training Program, and or Home Health Aide Program as required by the respective Boards.
- Provide for all course scheduling, develop didactic and clinical rotation schedules, and determine staffing priorities for the programs ensuring compliance with each program's hours and delivery requirements. Distribute workload amongst full and part time faculty according to the collective bargaining agreement.

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- Oversee the development and validation of faculty workload contracts.
- Conduct classroom facility and equipment planning.
- Prepare and submit appropriate documentation and reports required by the respective Boards/Agencies (including self-studies and accreditation/re-accreditation), the District, and other agencies.
- Provide coordination and leadership for faculty meetings, lead annual Pathway Review meetings, and set the calendar for the Total Program Evaluation (TPE) and maintain adherence to the plan in scheduled program meetings.
- Oversee the planning and coordination of local health sciences advisory committees; and serve as the college liaison to the regional health sciences groups.
- Develop and oversee the faculty theory and clinical orientation program for full- and part-time faculty.
- Develop didactic and clinical rotation schedules and determine staffing priorities for the Programs.
- Act as the liaison between the college and related Health Sciences Programs and local schools, colleges, healthcare facilities, professional organizations, and community leaders; oversee the development and maintenance of affiliation agreements with clinical partners and service agencies for student clinical placements.
- Review student applications to appropriate programs and ensure all guidelines for program admission processes comply; oversee the preparation of letters of acceptance/denial and ensure student files comply with all applicable third-party regulatory requirements; forward completed and required program completion documents of students to the appropriate licensing agency.
- Make recommendations on technology modifications and uses of technology to the benefit of the learning environment and student success and advocate for appropriate funding.
- Participate in college accreditation reports and processes.
- Oversee each general fund and categorical budgets, completing the planning, implementation and reporting of multiple health sciences funding sources related CTE grants including Strong Workforce and Perkins funding.
- Receive student and faculty complaints, appeals, and grievances; conduct follow-up as appropriate following established processes and policies; and ensure that the Vice President is informed of these concerns, as appropriate, in a timely manner.
- Participate in the development, maintenance, and implementation of policies and procedures for the District.
- Establish and maintain cooperative working relationships with colleges, universities, local school districts, and state, local, and federal agencies.
- Review and evaluate operational matters and priorities and confer with the Vice President of Academic Services regarding these issues.
- Work collaboratively as a member of the College's Management Team.

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- Participate in shared governance and college initiatives through committee work at the Program, department, college, and community level; attend and or lead District committees and work groups as necessary, prepare and submit necessary forms in accordance with District procedure.
- Perform other related duties as assigned.

Qualifications

Education and Experience:

- CCR 1420(h) "Director" means the registered nurse administrator or faculty member who meets the qualifications of CCR 1425(a) and has the authority and responsibility to administer the program. The director coordinates and directs all activities in developing, implementing, and managing a nursing program, including its fiscal planning.
- CCR 1425(a) The director of the program shall meet the following minimum qualifications:
- Ability to obtain approval by the BVNPT and CDPH for programmatic leadership appointments.

Licenses and Other Requirements:

- Active and unrestricted California Registered Nursing license
- Valid California driver's license.
- Acceptable driving record.
- Approval as Director from the BVNPT and CADPH.

Additional Desired Characteristics and Requirements

- Knowledge of California Board of Registered Nursing regulations and application requirements for the Registered Nursing Program.
- Knowledge of: BVNPT, and NATP (CADPH) Boards and/Agency regulations.
- Possess communication and interpersonal skills, excellent organizational and leadership skills, skills to forecast and plan nursing academic programs, and an ability to work with a diverse student, staff and community population.
- Advocacy for, sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students.
- Ability to communicate effectively, both orally and in writing.
- Work independently with little direction or as a team member; and meet schedules and deadlines.

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- Ability to conceptualize, plan, develop, and implement nursing academic programs and work with a diverse population of students and staff.
- Must be able to attend day, night and weekend meetings or events.
- Requires driving in the regular course of work via personal or commercial transportation.

Supplemental Information

Environment:

- Office environment: Work with frequent interruptions.
- Frequent travel to other District locations and clinical partners to conduct employee evaluations, attend meetings or conduct other work.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. to perform the essential functions.

Ability to:

- Stand or sit for long periods of time, move around campus.
- Type and use other office machines, reach with hands and arms, and adjust body location to reach and file between floor level and shoulder height.
- Identify and distinguish colors, adjust focus, and see at a reasonable distance.
- Speak clearly and distinctly to answer telephones and to provide information and hear and understand voices over the telephone and in person.
- Lift, carry and/or move objects weighing up to 15 pounds.

Required Attachments:

For your application to be considered you must attach:

1. A current and complete resume or CV highlighting educational, professional, and applicable experiences.

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2. College transcripts from an accredited college or university if education is a requirement of the position (student copies are acceptable for application purposes but official transcripts will be required if hired).
3. A cover letter addressing the candidate's ability to meet the duties, responsibilities, and qualifications of the position.

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Tentative Timeline:

First consideration will be given to candidates who apply by **May 14, 2024**. Applications will be accepted until the job posting is removed.

Applications will be reviewed in the order in which they are received. Based on the number of applications received, this posting may close without notice.

*All dates are subject to change based on availability

EQUAL OPPORTUNITY STATEMENT:

Copper Mountain College is committed to Equal Employment Opportunity for all persons and to provide educational and employment opportunities free from discrimination on the basis of ethnic group identification, gender identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disabilities, and other physical or verbal conduct. Inquiries regarding compliance and/or grievance procedures may be directed to the School District's Title IX Officer and/or Section 504/ADA Coordinator.

To apply, please visit <https://www.schooljobs.com/careers/cmccd/jobs/4373472/director-of-nursing-and-health-sciences>

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Contact Information

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

Contact

Academic Services
Copper Mountain College

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