

# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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**Application Deadline: Open Until Filled**  
**First Review of Applications: Monday, April 1, 2019**

## **INSTRUCTOR/DIRECTOR - NURSING FACULTY (193 days)**

**GENERAL DESCRIPTION OF DUTIES:** This is a combined instructional and management position. Under general direction of the Dean of Career and Technical Education, supervises and coordinates the nursing program in conformance with applicable regulations, requirements, and policies including instruction, curriculum, assigned faculty and staff, students, scheduling, budget, evaluation, and other related matters; instructs nursing courses as assigned.

### **INSTRUCTION**

Instructional responsibilities as outlined in the Full-Time Faculty CBA. Topics of instruction may include but are not limited to fundamentals, beginning and complex Med-Surg, leadership/management, pharmacology and seminar.

### **MANAGEMENT**

Interprets nursing program requirements and objectives to administration and other relevant college departments and personnel; serves as liaison to facilitate student success.

Completes required reports and approval forms for the California Board of Registered Nursing (BRN), Mendocino College and other constituencies; completes annual program reviews for College as well as taking primary responsibility for the total program review/recertification.

Monitors the nursing program for compliance with applicable laws, regulations, policies, and rules.

Prepares self-study report for BRN approval visit; the nursing program evaluation plan; and curriculum development, submits proposals for curriculum changes.

Develops and supervises the nursing program budget and inventory, including CTEA and grant funding.

Determines teaching assignments, including continuing education, and the preparation of the nursing class schedule, in compliance with applicable regulations. Assigns clinical and classroom instructional load.

In collaboration with Human Resources, participates in the recruitment and selection of nursing faculty including the determination and verification of required qualifications; submits faculty to BRN for approval.

Supervises faculty in the nursing program including orienting new nursing faculty to the college, conducting or participating in faculty evaluations, facilitating faculty meetings, developing and supervising BRN remediation plan for nursing faculty.

Initiates and maintains contractual agreements and clinical schedules with community service agencies used as clinical sites for nursing students.

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Supports student recruitment activities; reviews and maintains any required student records; assists students with licensure applications.

Issues certificates of completion for continuing education courses consistent with BRN regulations. Ensures currency and completeness of nursing program information in the college catalog and website.

Collaborates with faculty in reviewing and approving the textbook list for the nursing program and with Library personnel to ensure breadth and currency of library resources.

Receives, reviews, and facilitates resolution of complaints for nursing program.

Arranges and facilitates advisory committee meetings; retains related records.

Attends relevant college, community, regional, and state meetings as needed.

Performs other duties as assigned by the Dean of Applied Academics.

## QUALIFICATIONS

Must meet the minimum qualifications for faculty in California Community Colleges; Master's in Nursing **OR** Bachelor's in Nursing **AND** Master's in Health Education of Health Science **OR** the equivalent **OR** the minimum qualifications as set by the Board of Registered Nursing, whichever is higher.

**AND**

Must meet the minimum requirements of the Board of Registered Nursing (1425(a)) **to work as a Director of a Professional Nursing Program.**

**Applications may be considered for the Assistant Director role to be advanced to the Director position upon appropriate experience and approval by the Board of Registered Nursing.(1425(b))**

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

**All candidates must receive final approval by the BRN as qualified according to Board Guidelines**

### Knowledge of:

BRN rules and regulations that govern undergraduate professional nursing educational programs

Pre-licensure nursing program curriculum and instructional program development

Learning theory and teaching techniques

Hiring and evaluation practices

Post-secondary educational operations

### Ability to:

Plan, coordinate and organize a multifaceted nursing program according to program needs

Supervise and evaluate the work of assigned faculty and staff

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Develop a nursing program, curriculum, and course schedules  
Develop and manage a program budget  
Effectively evaluate and develop instructional materials  
Effectively instruct assigned courses  
Maintain records  
Prepare and present reports  
Relate effectively with a wide variety of students, faculty, and staff  
Communicate effectively, both verbally and in writing  
Maintain currency within the scope of the position, including professional licensure and credentials required of the job  
Work effectively with a wide variety of personalities and situations using sound judgment  
Effectively serve as a liaison between the community and the college  
Provide own transportation  
Work variable locations and hours, including evenings and weekends as needed.

**Assignment:** This is a full-time, tenure track faculty position. The director load is 75% and teaching load is 25%. 2 mandatory flex (professional development) days, and 7 individually planned flex days (42 hours). This assignment may include day, evening, and weekend hours, as well as travel to, and instruction at, off-campus centers and various clinical sites in and out the District.

**Salary and Benefits:** The annual starting salary is \$62,326 – \$89,416, commensurate with education and teaching experience. There is a stipend for an earned doctorate. The full-time faculty salary schedule is posted at: [http://www.mendocino.edu/tc/pg/1323/salary\\_schedule\\_faculty\\_full.html](http://www.mendocino.edu/tc/pg/1323/salary_schedule_faculty_full.html). The maximum entry level is Step 7 of the appropriate column. Ten days of sick leave are earned annually. Family medical, dental, and vision benefits and employee life insurance are provided.

Submit the following documents to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA, 95482. These materials may also be scanned and submitted electronically via email to Human Resources, [HRrecruiting@mendocino.edu](mailto:HRrecruiting@mendocino.edu), or faxed by the deadline date above to 707-467-1023.

- Completed Mendocino College Academic Application and Voluntary Applicant Survey: [https://www.mendocino.edu/sites/default/files/docs/personnel/application-academic2018hrrecruiting\\_0.pdf](https://www.mendocino.edu/sites/default/files/docs/personnel/application-academic2018hrrecruiting_0.pdf)
- Resume including education, experience, professional organizations and accomplishments
- Photocopies of all transcripts
- Three recent letters of recommendation addressing experience and abilities
- Copy of valid California RN license

***Incomplete application packets will not be forwarded to the selection committee.***

***Interviews are by invitation only.***

***The college does not reimburse applicants for related travel expenses.***

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**THE COLLEGE:** Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community, rich in culture, creativity, diversity, and technology. A fully accredited two-year community college, the District serves more than 5,000 students across four locations in the greater parts of Lake and Mendocino Counties. Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College prepares students for a future of innovation and success.

The beautifully landscaped main campus is located in Ukiah, California. With views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a state-of-the-art Library/Learning Center, high-tech Nursing Facility, and Student Center. The college operates two fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College provides a wide variety of degree, certificate, transfer, occupational, and basic skills programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

**THE COMMUNITIES:** Mendocino and Lake Counties include some of California's most picturesque landscape. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area with some light manufacturing. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.

*Mendocino College welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.*