

El Camino College

Director Of Nursing

Req: A2526-011

Division: Health Sciences & Athletics

Close Date: MONDAY, JANUARY 5, 2026 at 3:00 p.m.

Complete job description and application available online at: https://elcamino.igreentree.com/css_academic

Under direction of the Dean of Healthcare Sciences, exercise direct leadership of the Nursing Program. Provide functional supervision over assigned positions. Implement the program's vision and develop, organize and implement goals and objectives; direct, improve and evaluate the Nursing Program's services and activities; and provide oversight, development, and coordination of all assigned elements of the Associate Degree Nursing Program; develops and administers Extended Nursing Programs and Partnership Programs; coordinates and facilitates movement of nursing students through a curriculum that meets the standards of the Board of Registered Nursing (BRN), and the Education Code of the State of California and provisions of the Nursing Practice Act; and maintains BRN and national accreditation from the Accreditation Commission for Education in Nursing (ACEN).

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the assigned unit, department, and division; lead by example; actively participate in and support College-wide shared governance components and activities and other collaborative processes; encourage professional excellence among assigned staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

For a full listing of duties and work expectations, please refer to the job description located at Director-Nursing.pdf

FUNCTIONAL RESPONSIBILITIES: Job Level

1. Provide a curriculum that meets the requirements mandated by the BRN; prepare reports needed for continued approval by the BRN. Report changes in faculty positions. In collaboration with the Dean of Healthcare Sciences, serve as a resource for curriculum development and program evaluation.

2. Assist with the recruitment of students. Coordinate and supervise the admission of students into the program. Responsible for advanced placement of nursing students into appropriate classes. Supervise the submission of applications for students taking the state licensing exam (NCLEX-RN). Prepare evaluation summaries for graduating students as requested by employers. Maintain secure files for faculty, students, curriculum, and continuing education courses.
3. Prepare organized processes for new students in orientation to the program; in preparation for graduation; in preparation for application to the NCLEX examination, nursing licensure steps, and transfer programs for current or dual enrollment for BSN programs.
4. Facilitate communication between the nursing program, the division office, and other areas on campus. Interpret and implement the administrative policies, rules, regulations, and recommendations of the college. Attend college management meetings as directed.
5. Assist in resolving staff, faculty, and/or student problems in the nursing program. Provide guidance, feedback, and consistent follow-up to resolve problems and build a cohesive department and academic program.
6. Orient, guide, assign, and assist nursing department staff.
7. Serve as lead researcher and writer for accreditation reports for internal and external accreditation agencies, such as the BRN and ACEN.
8. Review and revise college catalog, website, and printed information pertaining to nursing program each year.
9. In consultation with the Dean of Healthcare Sciences, coordinate and administer nursing program budget. Support allocation of resources of nursing budget to provide for optimum functioning of the nursing department. Provide requests for supplies, equipment, maintenance, improvement of facilities in cooperation with the faculty and Dean. Provide opportunities for in-service and conference attendance. Assure that the labs on campus have updated and modern equipment that are in alignment with current practice in healthcare/clinical sites.
10. Implement and coordinate the provision of any grants in support of the Nursing Program, including any endowments or categorically funded programs. . Gather and complete grant progress reports, as needed. Share statistical data regarding nursing from governmental and non-governmental sources.
11. In collaboration with the Dean of Healthcare Sciences, review proposed legislation affecting the healthcare professions and implement changes in laws and regulations. Communicate changes in State and Federal legislation affecting nursing to the appropriate persons.
12. Represent the college as required by the division dean, vice president of academic affairs or the college president. Articulate the nursing program with higher education institutions, the district high schools, health care agencies and other community organizations.
13. In consultation with the Dean of Healthcare Sciences, maintain an advisory committee for the nursing program and serve as the chairperson.

ORGANIZATION MANAGEMENT

1. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned programs and ensure compliance with the College's policies, procedures, and practices.
2. Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Implement priorities in conjunction with the College's comprehensive planning and budgeting guidelines. Implement an organizational structure that maximizes utilization of resources and ensures effective and efficient delivery of services.
3. Train, supervise, motivate, and evaluate the performance of assigned managerial, professional, operational, technical, and support personnel; recommend transfers, reassignment, termination, and disciplinary actions as needed; delegate and review assignments; evaluate work products and results, implement appropriate procedures to accommodate need for information and assistance; establish and monitor timelines and prioritize work. Monitor employee performance on a regular basis and provide coaching for performance improvement and/or development as needed. Anticipate, prevent, and resolve conflicts under areas of supervision.
4. Implement plans for efficient and appropriate use and security of assigned facilities; ensure compliance with health and safety regulations.
5. Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to modernize infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.
6. Perform other duties as assigned.

REQUIRED QUALIFICATIONS

Education: Master's degree from an accredited college or university that includes coursework in nursing, nursing education, or administration.

Experience: One (1) year of prior full-time experience in an administrative position working in a nursing department with direct responsibility for administrative decision-making for an educational program including budgeting, employing, delegating assignments, planning, evaluating, and allocating resources. Two (2) years of teaching experience in a pre- or post-licensure nursing program. One (1) year of experience as a registered nurse providing direct patient care.

LICENSES AND OTHER REQUIREMENTS

Current registered nurse licensure in California or eligibility for reciprocity.

DESIRED QUALIFICATIONS

Desirable Education: Master's or Doctorate degree from an accredited college or

university in nursing and that includes coursework in nursing education or administration.

Equivalency defined: An academic year of 2 semesters or 3 quarter system semesters is the equivalent to one year of administrative experience. Pre- or post-licensure nursing programs include diploma, associate, baccalaureate or master's degree registered nursing programs.

Knowledge/Areas of Expertise: Job Level

Knowledge of Accreditation Commission for Education in Nursing (ACEN) and Board of Registered Nursing (BRN) standards.

Experience in a community college setting.

Plan, organize and administer the processes and operations of the College's Nursing Program, Extended Nursing, and Partnership Programs.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Understand and practice the principles of administration and supervision.

Abilities/Skills: Job Level

Effectively and accurately read, interpret, and follow Collective Bargaining Agreements.

Proficient in grant submissions and attainment.

Evidence in implementing diversity, inclusivity, and equity in the workplace.

Assess and evaluate programs and personnel.

Respond to email in a timely manner.

Communicate effectively orally and in writing.

Work cooperatively with others.

Analyze situations accurately and adopt effective courses of action.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. Frequently involves working non-standard, evening, and weekend hours.

Physical Demands

Incumbents regularly sit or stand for long periods, travel short distances on

campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

CLOSING DATE: MONDAY, JANUARY 5, 2026 at 3:00 p.m.

SALARY Starting salary is \$138,600 (Annually). Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$160,668 annually).

CONDITIONS OF EMPLOYMENT

Full-time, 12-month, educational administrator position. Educational Administrators are employed on an initial one-year contract stating terms and conditions of employment. Contracts are subject to renewal and board approval to confirm continued employment.

Administrators may work all or a portion of the work days that fall between December 25 and January 1. Administrators may also use their accrued vacation days to cover all or a portion of the work days that fall between December 25 and January 1.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit a Certificate of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: ADA Job Applicant Accommodation Request (maxient.com)

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely. Rather than State Disability Insurance.

Retirement

Full-time employees contribute a percentage of their regular salary to the Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Resume including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as ONE PDF document.
5. Valid California Registered Nurse License or eligibility for California Licensure as a registered nurse.

IMPORTANT NOTE: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

FOREIGN TRANSCRIPTS

Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

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INTERVIEW EXPENSES

Individuals identified for FINAL interviews are eligible to have expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Finalists must complete and submit a W-9 Form and Human Resource's "Interview Expense Reimbursement Form" and include appropriate support documentation to receive the allowable reimbursement amount.

APPLICATION ASSISTANCE

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you do not wait until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

JEANNE CLERY ACT COMPLIANT

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published an Annual Security Report and all required statistical data. These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.