

CITY COLLEGE



SAN FRANCISCO

EMPLOYMENT OPPORTUNITY

POSITION:

INSTRUCTOR - CLINICAL TEACHING ASSISTANT
(NURSING-REGISTERED DEPARTMENT –
CREDIT & NONCREDIT PROGRAM)

EMPLOYMENT STATUS:

TEMPORARY, PART-TIME POOL
EC §87482

Employees must satisfy all the pre-employment requirements for a CCSF Release to Work Authorization Certificate prior to appointment which include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprint processing, and verification of their legal right to work in the United States.

JOB ANNOUNCEMENT: #B-08019

APPLICATION DEADLINE:

City College of San Francisco will accept applications with all required supporting documentation at any time until December 1, 2008. Screening and interviews can be conducted at any point in time as the department desires; a part-time hiring pool or pools will be developed and be in effect for a one-year period from which temporary appointments will be made on an as-needed basis.

EXAMPLES OF DUTIES:

1. Instruct college level courses in the Nursing Program in one or more of the following areas: **(See Application Procedure #1)**
 - Advanced Medical Surgical Nursing
 - Pediatric
 - Psychiatric
 - Maternal & Child Nursing
2. Provide instruction, supervision, and follow-up of students in the clinical area as assigned; (The assignment may be less than 9 hours per week and will not exceed 18 hours per week per semester.)
3. Work with full-time faculty who are in charge of the clinical area to develop appropriate clinical experiences;
4. Meet with the Lead Teacher and other instructors to discuss clinical assignments, student problems and student evaluations;
5. Document the clinical assignments for students no earlier than the day before the clinical begins;
6. Adhere to the policies, rules, and regulations established by the Board of Trustees of San Francisco Community College District, the California Community Colleges, and the provisions of the California Education Code;
7. Participate in departmental functions, such as staff meetings, committee work, faculty evaluations, curriculum development, revision, and others;
8. Teach day, evening, and/or Saturday classes as required;
9. May be responsible for correcting student clinical papers and evaluations;
9. Perform other related duties as assigned by the supervisor.

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HUMAN RESOURCES

33 Gough Street • San Francisco, California 94103 • (415) 241-2246 • FAX: (415) 241-2335

EMPLOYMENT QUALIFICATIONS: (State Minimum Requirements)

1. Demonstrated knowledge, skills, and abilities to work with community college students with diverse academic, socioeconomic, cultural, sexual orientations, disabilities, and ethnic backgrounds **(Required)**;
2. Earned Bachelor's Degree from an accredited institution, or equivalent foreign degree, plus two years of professional experience directly related to the faculty member's assignment; OR THE EQUIVALENT;

OR

Earned Associate Degree from an accredited institution, or equivalent foreign degree, plus six years of professional experience directly related to the faculty member's assignment; OR THE EQ

[If you would like to claim education equivalency for the formal educational requirement, please contact the Human Resources Department (415) 241-2246 immediately for an Equivalency Application Form or click "Employment Opportunities" at www.ccsf.edu. This form will be considered as part of the application materials and must be submitted on or before the application deadline as indicated on the job announcement.]

- *3. Possess a current California Registered Nurse License;
- *4. At least one (1) year continuous full-time experience within the previous five (5) years as a Registered Nurse providing direct patient care in one of the clinical areas listed in Examples of Duties.

* Requirements of the California Board of Registered Nursing, Laws Relating to Nursing Education Licensure-Practice, Title 16, §1425.

EMPLOYMENT QUALIFICATIONS: (Desirable)

1. Earned Bachelor of Science Degree, preferably in Nursing, from an accredited institution;
2. Demonstrated successful post-secondary teaching experience in nursing or related health field;
3. Demonstrated ability to present material to students utilizing current clinical data in a competent and interesting manner;
4. Demonstrated ability to utilize computers in the clinical setting;
5. Ability to motivate and direct students toward professional goals;
6. Effective oral and written communication skills;
7. Ability to initiate and maintain contact with the professional community as needed by the program;
8. Knowledge and skills reflective of industry trends, standards, and practices;
9. Ability to travel to sites as needed for follow-up and on-site evaluation;
10. Ability to use tact and sensitivity in communicating with students, hospital staff and faculty.

SALARY:

FOR CREDIT PROGRAM:

Rate is set in accordance with the City College of San Francisco Faculty Salary Schedule for hourly assignments. Currently the rate upon entry is from \$62.16 to \$67.83 per hour depending upon placement.

FOR NONCREDIT PROGRAM:

Rate is set in accordance with the City College of San Francisco Faculty Salary Schedule for hourly assignments. Currently the rate upon entry is from \$53.03 to \$57.87 per hour depending upon placement.

APPLICATION PROCEDURE:

Submitting the application materials listed below is the responsibility of the applicant. Postmarks will not be honored. Application materials sent via email will not be accepted. Under no circumstances will incomplete or late applications be considered by the Search Committee.

Applicants must submit the following materials which must be received by the Human Resources Department on or before the application deadline:

1. A letter expressing interest in the position indicating specifically how the applicant fulfills the minimum qualifications. In addition, the letter should include how the applicant fulfills as many as possible of the desirable qualifications. Both the minimum and desirable qualifications are listed in this announcement. The letter should also address the applicant's background and skills in the areas stated in the "Examples of Duties". **CLEARLY INDICATE THE SPECIFIC INSTRUCTIONAL AREA(S) IN WHICH YOU ARE QUALIFIED TO TEACH. SEE #1 UNDER EXAMPLES OF DUTIES FOR THE LIST OF COURSES;**
2. A current resume summarizing educational background, teaching experience, and related work experience;
3. A City College of San Francisco Faculty Position Application form completed in full; (Statements on the application form indicating "See Resume" are not acceptable. Application forms are available at the CCSF Human Resources Department, and can be requested in person at 33 Gough Street, San Francisco, CA 94103, by calling (415) 241-2246, by FAX (415) 241-2335, or by clicking "Employment Opportunities" at www.ccsf.edu. A resume or vita shall not be substituted for a completed CCSF application form.);
4. Three (3) current letters of professional recommendation written within the last six months of the date of application, and include and validate clinical competency within the last five years in one of the areas listed in Examples of Duties, #1 (letters must be signed and dated to be considered valid);
5. Copies of transcripts verifying the degrees and majors as listed on applicant's CCSF Application Form. Official transcripts and actual verification of work experience will be required at a later date; [NOTE: Degrees and majors must be posted on transcripts to be considered in the application process. Foreign degree(s) need to be evaluated before an application can be processed. Please contact the CCSF Human Resources Department at (415) 241-2246 or click "Employment Opportunities" at www.ccsf.edu for evaluation sources.]
6. **Diversity Statement:** Discuss how your course content and teaching methods meet the needs of culturally and academically diverse learners. Please also list classes or professional development activities you have participated in that directly relate to working with diverse student populations. Separate from your letter of interest, submit a clear and concise response using no more than one page.
7. Legible photo copy of the current California Registered Nurse License.

Applicants who require a reasonable accommodation to participate in this hiring process should contact the District ADA Coordinator at 241-2285 to make the necessary arrangements. Please be aware that verification of a covered disability under the ADA may be required.

All materials should be submitted to the City College of San Francisco, Human Resources Department as soon as possible. Application materials become the property of City College of San Francisco and will not be returned. Since new documents must be submitted for each opening, it is advised that applicants keep a copy of each document submitted for their own use and reference. Application files for this position will not be considered for future openings. Address the application materials package to:

City College of San Francisco
Human Resources Department - Job #B-08019
33 Gough Street
San Francisco, CA 94103

Attn: Clara Starr
Dean, Human Resources

ADDITIONAL INFORMATION:

For information regarding the duties and responsibilities of the position, contact:

Annie Chien
Interim Chair, Nursing - Registered Department
City College of San Francisco – Ocean Avenue Campus
Telephone: (415) 239-3495

SELECTION PROCEDURE:

Applicants who meet all minimum qualifications and have all required application documents in the CCSF Human Resources Department on or before the deadline will be included in the initial review processes to be conducted by the Search Committee. A reasonable number of applicants who are judged by the Committee as best matching the requirements of the position will be invited for a personal interview with the Search Committee. Invited applicants attend interviews at their own expense.

Length of service with City College of San Francisco as an academic employee may be taken into consideration in the College's evaluation of applicants.

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY:

It is the policy of the City College of San Francisco to provide all persons with equal employment and educational opportunities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender, or questioning person in any District program or activity. For further information, contact the CCSF Affirmative Action Office, (415) 241-2285.

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CONDITIONS OF EMPLOYMENT:

Employees are required to pay an agency shop service fee to AFT Local 2121 as a condition of continued employment.

City College of San Francisco reserves the right at its sole discretion to modify or to rescind this job announcement at any time without prior notice.

ALL APPOINTMENTS ARE CONDITIONAL UNTIL APPROVED BY THE BOARD OF TRUSTEES, SAN FRANCISCO COMMUNITY COLLEGE DISTRICT.

February 29, 2008