



**CERTIFICATED VACANCY:**

Posted: July 18, 2023

**POSITION:**

**PROGRAM DIRECTOR & INSTRUCTOR OF CERTIFIED NURSING ASSISTANT (CNA) AND HOME HEALTH AIDE (HHA) COURSE**

**SCHEDULE: Up 24-28 Hours per week of instructor hours TBD or as required for approval processing. Additional hours for program director TBD. This position is considered full-time.**

**BASIC FUNCTION:**

The instructor will have the immediate responsibility for the development, implementation, management and teaching of a curriculum, which will qualify students for Certified Nursing Assistant and Home Health Aide Instructor will provide classroom instruction and training in a long-term care facility and/or a community site. Director duties will include compliance, program oversight and maintenance, and other duties as assigned in accordance with program requirement/needs.

**RESPONSIBILITIES:**

- Perform the primary role of a leader of learning as assigned.
- Collaborate with fellow educators and industry partners in planning and modifying curriculum, instruction, and assessment through Professional Learning Communities and Advisory Boards.
- Communicate and work effectively as part of a team with all student stakeholders including administrators, parents, support staff, and other teachers.
- Keep abreast of current industry practices, technology, and training methods.
- Assist in integrating industry and academic standards within curriculum development.
- Provide group and individual instruction utilizing the most effective teaching strategies.
- Assist in recruitment and prepare students for employment or advancement.
- Evaluate student skill competencies, job readiness, and maintain accurate student attendance records.
- Manage the classroom in such a manner as to ensure an environment conducive to learning.
- Complete and deliver written records and reports as required.
- Participate actively in the advisory committee.
- Ability to relate to high-school-age-students and adults.
- Perform other job-related duties as required.

**MINIMUM EDUCATION & EXPERIENCE QUALIFICATIONS:**

- Hold a current California active license as a Registered Nurse
- Hold a baccalaureate degree from an approved school
- Have at least one full year of full-time experience providing direct patient care in a long-term care facility and one year of experience providing home health care.

*Please see Page 2 for additional information.*



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**MINIMUM EDUCATION & EXPERIENCE QUALIFICATIONS - Continued:**

The instructor also must meet the approval process by the Department of Health Services which includes:

- One year of experience providing direct patient care in a long-term care facility, in addition to
- One year of experience in planning, implementing, and evaluating educational programs in nursing; and Director of Staff Development (DSD) certified or proof of DSD eligibility.
- The Home Health Aide instructor should have one (1) year of experience in a home health agency.

**CREDENTIAL REQUIREMENTS:**

Must have a Designated Subjects Vocational Education Teaching, Designated Subjects Career Technical Education (DS CTE) Teaching credential, or be eligible to obtain a Designated Subjects Career Technical Education Teaching Credential in the appropriate subject matter area (this requires a minimum of three (3) years of full-time recent work experience and or a combination of recent work experience and education) and possess a current license/certificate, as applicable, in the State of California. For more information visit:

<http://www.ctc.ca.gov/credentials/CREDS/adult-voc-ed.html>

Application processing assistance to obtain a Designated Subjects Career Technical Education Teaching Credential provided for a qualified eligible applicant not holding an appropriate credential.

**CONTACT:** SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER (SoCal ROC)  
2300 CRENSHAW BOULEVARD  
TORRANCE, CA 90501  
**Attn: HR/Program Director/ Instructor CNA & HHA**

**Application Packet to contain the following items:**

1. SoCal ROC Certificated Application  
[https://www.socalroc.com/administration/hr/applications/2018-03-28\\_CERT\\_EMPL\\_APP\\_REV-1011\\_TF\\_Master.pdf](https://www.socalroc.com/administration/hr/applications/2018-03-28_CERT_EMPL_APP_REV-1011_TF_Master.pdf)
2. Resume
3. Credentials, as applicable
4. Current licenses/certificates, as applicable
5. Transcripts (Official transcripts required for credentialing)  
*Should you be selected as a candidate for the position, original transcripts will be mandatory.*
6. Three – four letters of references within the last three (3) years

Email/Scan to: [LLarson@scrock.12.ca.us](mailto:LLarson@scrock.12.ca.us)  
[www.socalroc.com](http://www.socalroc.com)

Questions: 310) 224-4328  
Fax: 310) 320-1029

*Please see Page 3 for additional information.*



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**Application Packet – Continued**

Incomplete application packets may not be accepted.

In-house applicants to submit In-House Application, current resume, transcripts, required licenses & certificates, and at least two letters of references.

**SALARY RANGE:    \$37.04 - \$45.02 per hour**

- Starting placement of salary based on verifiable work experience and education.
- Education stipend for a Masters or Doctorate degree requires sealed official transcripts.

**BENEFITS**

- Medical, dental, vision healthcare benefits available (FT)
- Life insurance, Short Term Disability, Long Term Care benefits available (FT)
- Health Care Stipend (FT)
- Sick Time monthly accrual
- Workers' Compensation
- Longevity Stipend (FT)
- Annual Evaluation
- Approved Professional Growth
- STRS Retirement (Eligibility hours; full vesting +5 years)
- Monday – Thursday Work Week, as applicable
- Free Parking
- Direct Deposit
- SchoolsFirst Credit Union
- Optional 401(k) and 403(b) retirement benefits

**CLOSING DATE:    **TBD or UNTIL FILLED/CLOSED****

*Please see Page 4 for additional information.*



SOUTHERN CALIFORNIA  
REGIONAL  
OCCUPATIONAL  
CENTER

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**NOTE:**

- Southern California Regional Occupational Center (SoCal ROC) is an equal opportunity employer and prohibits discrimination, harassment, intimidation, or bullying in all Center programs, activities, and employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expressions, nationality, race or ethnicity, religion, age, sex, sexual orientation, parental or marital status, pregnancy, or association with person or a group of which one or more of these actual or perceived characteristics. SoCal ROC prohibits sexual harassment of SoCal ROC employees and job applicants, as well as retaliatory behavior or action against employees or other persons who complain, testify, or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.
- The Immigration Reform and Control Act of 1986 requires that you must be lawfully authorized to work in the United States to be eligible for hire. All new hires will be required to provide documentation to verify this status.
- All employment is based on clearance of fingerprinting verification from the Department of Justice and a clear Tuberculosis Test.