

POSITION: Dental Assistant Program Director

Department: Dental Assistant
FLSA Status: EXEMPT
Positions Supervised: DA faculty

Job Status: Full-time
Reports To: Chief Operating Officer

POSITION SUMMARY:

The Dental Assisting Program Director provides leadership to Dental Assisting staff and students, including, but not limited to: curriculum planning, review and implementation and professional development. The Dental Assistant Program Director is responsible for building administration and the safety and welfare of both students and staff. The Dental Assistant Program Director is responsible for the direct supervision of any employee assigned to his/her program. The Dental Assistant Program Director is responsible for the overall direction, coordination, and evaluation of his/her program. The Dental Assistant Program Director carries out supervisory responsibilities in accordance with applicable regulatory and accreditation requirements, as well as CBD College's internal policies and procedures. Responsibilities include interviewing, hiring, training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; complaints and resolving problems..

JOB FUNCTIONS:

- * The responsibilities of the Program Director include participation in: budget preparation; fiscal administration; curriculum development and coordination, including periodic revision; selection and recommendation of individuals for faculty appointment and promotion; supervision and evaluation of faculty; determining faculty teaching assignments; determining admission criteria and procedures; planning and operating program facilities and coordination of instruction in the facilities; assessment of facilities and equipment periodically in relation to current concepts of dental assisting and recommendation of appropriate modifications.
- * Coordinate and supervise all activities for the dental assisting program.
- * Manage overall achievement, welfare and conduct of dental assisting students.
- * Teach, mentor, motivate, and coach students, and monitor and document their progress.
- * Ensure required student attendance
- * Maintain primary responsibility for scheduling classes for the dental assisting program.
- * Coordinate departmental orders for textbooks and supplies.
- * Recruit clinical sites for dental assisting student externships.
- * Interview, hire, train, supervise, and evaluate certificated and classified employees.
- * Provide opportunity for staff training and development.

- * Annually attend professional development activities including but not limited to professional association seminars, industry conferences, professional-related meetings and workshops, and research writing, for profession-specific publications.
- * Annually attend trainings for program supervisors provided for the improvement of education-related management skills.
- * Attend other required meetings and trainings provided by CBD College
- * Post grades
- * Plan, assign, and direct work; appraise performance and reward/discipline staff.
- * Handle complaints and resolve problems within the dental assisting department.
- * Display excellent verbal and written communication skills.
- * Maintain regular attendance, utmost confidentiality, and professional integrity.
- * Perform other job-related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- * Demonstrated leadership abilities, while establishing and maintaining effective collaboration with other administrators, employees, students, parents, and members of the community.
- * Ability to coordinate and evaluate the instructional process for all dental assisting curriculum.
- * Commitment to innovation and creativity.
- * Experience with a school-wide discipline program and diverse student population.
- * Background in computer technology and a learning management system (Moodle preferred)
- * Knowledge of blended learning (preferred)
- * Enthusiasm for improving academic and vocational achievement.

MINIMUM ENTRY REQUIREMENTS:

- * Bachelor's degree from an accredited institution (preferred); a minimum of associate degree required
- * Three years of dental assisting experience, or three years of teaching in the field of dental assisting.
- * Possession of a valid credential (Certified or Registered Dental Assistant or a licensed dentist) and proficiency in four-handed and/or six-handed dentistry principles

Analysis of Physical Demands

Key (Based on typical week):

N=Never

R=Rarely (Less than 1 hour per week)

O=Occasional (1%-33% of time)

F=Frequent (34%-66% of time) C=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
Lifting/Carrying						Twisting/Turning					
Under 10 lbs					X	Reach over shoulder					X
11-20 lbs				X		Reach over head					X
21-50 lbs			X			Reach outward					X
51-100 lbs	X					Climb	X				
Over 100 lbs	X					Crawl	X				
						Kneel		X			
Pushing/Pulling						Squat					
Under 10 lbs					X	Sit					X
11-20 lbs				X		Walk-Normal Surfaces					X
21-50 lbs		X				Walk-Uneven Surfaces			X		
51-100 lbs	X					Walk-Slippery Surfaces		X			
Over 100 lbs	X					Stand					X
						Bend					X
Other											
Keyboard/Ten Key				X							
Fingering (fine dexterity)				X							
Handling (grasping, holding)				X							
Repetitive Motion - Hands				X							
Repetitive Motion - Feet				X							

Other Physical Requirements

WORK ENVIRONMENT

Office environment.

Employee: _____
Signature Printed Name