

*San Joaquin Valley College*  
**Job Description**

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**Job Title:** Campus Director  
**Department:** Administration  
**Reports To:** Vice President of Administration  
**Classification:** Full-time, Exempt

**Summary:** The Campus Director is responsible for the quality, efficiency and successful operation of the assigned campus location.

**Essential Duties and Responsibilities:**

- Assures compliance with all established SJVC policies and procedures, as well as federal, state and accreditation mandates.
- Formulates and implements the annual operations plan.
- Studies management methods in order to improve workflow and implement cost reductions
- Analyzes unit operating practices, such as record-keeping systems, forms control, office layout, suggestion systems, personnel and budgetary requirements and performance standards to create new systems or revise established procedures
- Analyzes jobs to determine position responsibilities for use in wage and salary adjustments, promotions, and evaluation of workflow
- Studies methods of improving work measurements or performance standards
- Oversees the collection and preparation of documentation, such as payroll, terminations, new hires, and transfers
- Prepares reports, including conclusions and recommendations for solution of administrative problems
- Interprets and appropriately communicates operating policies to personnel with a business need-to-know
- Oversees services, such as maintenance, repair, supplies, mail and files
- Identifies need for, develops and promotes new training programs.
- Sets goals and strategies.
- Monitors quality of education and service.
- Engages in public relations activities to enhance the image of the College.
- Assists in the development of advertising and promotion strategies, and monitors their effectiveness.
- Generates and conducts business within the parameters of the annual budget.
- Conducts management and staff meetings.
- Prepares reports to maintain approvals and authorizations.
- Conducts internal audits and responds appropriately to variances.
- As a member of the Executive Council, prepares for, attends and participates in meetings including reporting and presentations.
- Manages, evaluates, praises and disciplines staff and faculty members as required; ensures employee evaluations are conducted in a timely manner
- Continues to implement and oversee the College's Safety Program by conducting monthly meetings; monitoring the effectiveness of each safety subcommittee; monitoring and evaluating safety and health responsibilities assigned to staff; maintains direct communication with Safety and Compliance Manager; chairs and maintains minutes for Emergency Action Plan Committee; plans

and schedules quarterly training in Emergency Action Plan; monitors effectiveness of procedures; acts as a member of the Emergency Response Team

- Assures timely response to corporate requests and directives
- Performs other duties as assigned

**Supervisory Responsibilities:** Manages subordinate supervisors who supervise employees in the admissions, financial aid, bookkeeping, instruction, employment services, student service and records and purchasing departments. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flow and procedures.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group solving situations; uses reason even when dealing with emotional topics.

Project Management – Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

Customer Service – Manages difficult or emotional employee and student situations; responds promptly to employee and student needs; solicits employee and student feedback to improve service; responds to requests for supplies; meets commitments.

Interpersonal Skills – Focuses on solving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control.

Oral Communication – Speaks clearly and persuasively in positive and negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork – Encourages employees to build a positive team spirit; exhibits objectivity and openness to others' views; gives and welcomes feedback; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Visionary Leadership – Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to employees and students.

Change Management – Develops workable implementation plans; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Delegation – Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.

Leadership – Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others.

Managing People – Includes staff in planning; decision-making; facilitating and process improvement; takes responsibility for subordinates' activities; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; fosters quality focus in others; improves processes, education and customer service; continually works to improve supervisory skills.

Quality Management – Looks for ways to improve and promote quality education; demonstrates accuracy and thoroughness.

Business Acumen – Understands business implications of decisions; demonstrates knowledge of market and competition; aligns work with strategic goals.



Cost Consciousness – Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.

Diversity – Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; ensures a harassment-free environment; builds a diverse workforce.

Ethics – Treats people with respect; keeps commitments; inspires trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support – Follows policies and procedures; supports organization's goals and values; benefits organization through outside activities.

Strategic Thinking – Develops strategies to achieve organizational goals; understands organization's strength & weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.

Judgment – Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Planning/Organizing – Prioritizes and plans work activities; plans for additional resources; organizes or schedules other people and their tasks; develops realistic action plans.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; follow through on commitments.

Safety and Security – Promotes safety and security procedures; determines appropriate action beyond guidelines; ensures security of the employees and campus.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent changes, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work on time; ensures work responsibilities are covered when absent; arrives to meetings and appointments on time.

Dependability – Responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals.

Innovation – Displays original thinking and creativity; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Must have a related undergraduate or graduate degree from an accredited academic institution.

Language Skills – Ability to read, analyze, and interpret the most complex documents; ability to respond effectively to most sensitive inquiries or complaints; ability to write speeches and articles using original or innovative techniques or style; ability to make effective and persuasive speeches and presentations on complex topics to top management, public groups and/or board of directors.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook.

Other Qualifications – Must be bondable.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit; use hands to finger; handle, or feel; reach with hands and arms; talk; and hear. The employee is frequently required to stand. The employee is occasionally required to walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.



*San Joaquin Valley College*  
Job Description

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**Job Title:** Dental Hygiene Program Director  
**Department:** Academic Affairs & Student Services  
**Programs:** Dental Hygiene  
**Reports To:** Academic Dean  
**Status:** Full-time, Exempt

**Summary:** The Dental Hygiene Program Director's primary responsibility is for the operation, supervision, evaluation and revision of the program. The Program Director participates in college governance, committees and task forces.

**Essential Duties and Requirements:**

**ADMINISTRATIVE**

- Identifies faculty qualifications of education, skills, licensure and work experience for each course in the program
- Develops faculty recruitment strategies in conjunction with the Human Resource department
- Interviews and selects qualified faculty in conjunction with the Academic Dean
- Develops and maintains a resource of qualified substitute instructors
- As assigned by the Director of Instruction and Academic Dean, participates in new faculty orientation and training
- Initiates program in-service and faculty development
- Ensures that faculty are current with continuing education, licensure and certificate renewals
- Assigns qualified instructors to teach each course in the program.
- Creates faculty academic schedules in compliance with College standards and program accreditation/approval standards
- Participates in classroom observation and faculty evaluations
- Assists the Dean of Student Services in progressive disciplinary action, addressing complaints and resolving problems
- Assists faculty with course syllabi, resource materials, classroom activities and outcome assessments
- Governs curriculum development, evaluation and revision
- Maintains curriculum in a variety of media
- Maintains appropriate levels of lab supply inventory
- Ensures that program facilities and equipment are properly maintained
- Oversees SJVC Dental Hygiene Clinic operations
- Participates in the selection of textbooks, software, and capital equipment
- Coordinates, evaluates and determines of admissions criteria and procedures
- Facilitates advisory committee meetings
- Monitors students remediation, tutorial needs, progress and retention.
- Oversees student preparations for NBDHE and state and/or regional examinations
- Monitors graduate placement and pass rates on applicable licensure and registry examinations
- Participates in accreditation and approval processes
- Monitors and assures program compliance
- Provides input into budget preparation and fiscal administration
- Other duties as assigned

## INSTRUCTIONAL

- Teaches courses in accordance with established SJVC approved curriculum and course outlines.
- Prepares course work for all assigned classes.
- Assesses and analyzes student mastery of course and program learning outcomes.
- Reviews assessment data and adjusts curriculum and instructional methodologies to improve student learning.
- Contributes to outcome discussions at the campus, program and institution levels.
- Fulfills all duties enumerated within the Statement of Faculty Responsibilities.
- Informs students about course requirements, evaluation procedures and attendance requirements.
- Maintains necessary attendance, scholastic and student records, and submits them according to published guidelines.
- Effectively teaches and communicates with students of diverse backgrounds.
- Participates in professional development, advisory board meetings, student and other educational activities in accordance with college policy.
- Maintains currency in the field of Dental Hygiene.
- Participates in the evaluation, revision and development of curriculum and instructional methods.
- Contacts students outside the classroom due to student absence to relay information related to class work and assignments.
- Offers students additional tutoring outside class time.
- Participates in college governance, committees and task forces.
- Attends educational and campus meetings.
- Refers students to appropriate campus resources.
- Performs various functions and duties directly related to the program or the operations of the campus.
- Demonstrates respect for the rights and needs of students.
- Demonstrates respect for staff, colleagues and the teaching profession.
- Participates as assigned in various campus activities and duties
- Performs other duties as assigned

**Supervisory Responsibilities:** Directly supervises 1 to 15 faculty members and 1-5 staff members. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Collects and researches data to enhance teaching materials; uses intuition and experience to complement data.

Design – Generates creative solutions; demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Project Management – Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and within budget; manages project team activities.

Technical Skills – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Customer Service – Manages difficult or emotional student/faculty situations; responds promptly to student and faculty needs; solicits student and faculty feedback to improve service; responds to requests for service and assistance; meets commitments.



Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Visionary Leadership – Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and subordinates.

Change Management – Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Delegation – Delegates work assignments; matches responsibility to the person; sets expectations and monitors delegated activities; provides recognition for results.

Leadership – Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

Managing People – Includes faculty in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self available to faculty; provides regular performance feedback; develops subordinates' skills and encourages growth; fosters quality focus in others; improves processes, products and services; continually works to improve supervisory skills.

Quality Management – Looks for ways to improve and promote a quality education; demonstrates accuracy and thoroughness.

Cost Consciousness – Works within approved budget.

Diversity – Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce.

Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities.

Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Motivation – Sets and achieves challenging goals; measures self against standard of excellence.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules faculty and their tasks.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; monitors own work to ensure quality.

Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.



Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

**Qualifications:** To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience –

The Program Director must be a dental hygienist who possesses a masters or higher degree or is currently enrolled in a masters or higher degree program or a dentist who has background in education. The Program Director must have a minimum of 5 professional experience and 2 years of instruction and administration.

Language Skills – Ability to read and interpret documents such as handbooks and curriculum; ability to write routine reports and correspondence; ability to speak effectively before groups of students and faculty members.

Mathematical – Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent.

Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills – To perform the job successfully, an individual should have knowledge of Microsoft Office, Word, Excel, Access, PowerPoint and Outlook.

**Certifications, Licensures and Registrations:**

Current California Dental Hygiene License to include administration of local anesthesia, nitrous oxide, and performance of soft tissue curettage. Current CPR certification required. Recommended membership in professional dental hygiene/dental organization (ADHA/ADA, CDHA/CDA).

**Other Qualifications:** Must have a thorough knowledge of the specific program requirements, accreditation and approval standards. Must demonstrate the ability to teach from standardized curriculum. Must have a thorough knowledge of SJVC policies and procedures. In addition, the Dental Hygiene Program Director must have specific vision abilities to perform this job, including: close vision, color vision, depth perception and the ability to adjust focus.

**Physical Demands:** The physical demands describes here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; talk; hear and speak. The employee is frequently required to walk; sit and stoop. The employee is occasionally required to kneel, crouch, crawl, climb or balance. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.



**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In some and/or all vocational classrooms, the employee is frequently exposed to moving mechanical parts. During clinical instruction, the Dental Hygiene Program Director is frequently exposed to airborne particles and occasionally exposed to fumes, toxic or caustic chemicals. The employee is occasionally exposed to risk of radiation. The noise level in the work environment is usually moderate.

During clinical and laboratory procedures standard precautions are followed and personal protective equipment is provided. Docimetry badges are provided to monitor radiation exposure.

# SAN JOAQUIN VALLEY COLLEGE

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## DENTAL HYGIENE PROGRAM FULL-TIME INSTRUCTOR

Full Time Faculty Teaching Position

### DEFINITION

Under supervision of the Dental Hygiene Program Coordinators and Director of Dental Hygiene Education Program, the *Dental Hygiene Program Full-Time Instructor* teaches a combination of theory and clinical courses within the Registered Dental Hygiene Program.

### RESPONSIBILITIES

The *Dental Hygiene Program Full-Time Instructor* is responsible for preparing course work and teaching classes within the Registered Dental Hygiene Program.

*Dental Hygiene Program Full-Time Instructors* are typically assigned to a 5 day work week with approximately 21 contact hours per week dependent upon the course and clinical instruction load. The rest of the work week is devoted to preparation of course material, attendance at campus and department meetings, committee work and various other activities directly related to program success.

*Dental Hygiene Program Full-Time Instructors* are expected to participate in college governance, committees and task forces. Other duties include related educational requirements such as class preparation, attending educational and campus meeting, graduation ceremonies, and various functions and duties directly related to the program or the operations of the campus.

### ESSENTIAL FUNCTIONS

- Teaches two or more courses in a Term or Terms in accordance with established SJVC approved curriculum and course outlines.
- Assesses and analyzes student mastery of course and program learning outcomes.
- Reviews assessment data and adjusts curriculum and instructional methodologies to improve student learning.
- Contributes to outcome discussions at the campus, program and institution levels.
- Fulfills all duties enumerated within the Statement of Faculty Responsibilities.
- Informs students about course requirements, evaluation procedures and attendance requirements.
- Maintains necessary attendance, scholastic and student records, and submits them according to published guidelines.
- Effectively teaches and communicates with students of diverse backgrounds.
- Participates in professional development, and other educational activities in accordance with college policy.
- Maintains currency in the field of Dental Hygiene
- Participates in the evaluation, revision and development of curriculum and instructional methods.



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- Demonstrates respect for the rights and needs of students.
- Demonstrates respect for staff, colleagues and the teaching profession.
- Participates as assigned in various campus activities and duties, including but not limited to the following:

### **Assignment**

- \* Tutoring Labs
- \* Skill Seminar Labs
- \* Learning Resources
- \* Teaching Assistant or Lab Assistant
- \* Student Retention Projects
- \* Student Selection Process
- \* Student Records Maintenance
- \* Campus Workshops and Seminars
- \* Clinical Site Visits

## **MINIMUM QUALIFICATIONS**

### **Education**

Minimum of a baccalaureate degree and appropriate education and/or experience in the dental hygiene courses assigned.

### **Knowledge and Abilities**

Must have a thorough knowledge of the specific Registered Dental Hygiene Program requirements, ADA accreditation and approval standards.

Must demonstrate ability to teach from a standardized curriculum. .

Word processing skills are highly recommended and desirable.

Demonstrated excellent interpersonal, written and oral communications skills required.

Knowledge of SJVC policies and procedures and compliance with these standards is a requirement for all teaching assignments.

### **Experience**

In addition to meeting the qualifications required for the teaching assignment, the ***Dental Hygiene Program Full-Time Instructor***, must have a minimum of 5 years clinical experience in the practice of dental hygiene.

### **Certificates, Licenses, Registrations**

Current California Dental Hygiene License to include administration of local anesthesia, nitrous oxide, and performance of soft tissue curettage. Current CPR certification is required. Recommended membership in professional dental hygiene/dental organizations (ADHA/ADA, CDHA/CDA, ADEA/CDHEA).

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### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of *Dental Hygiene Program Full-Time Instructor*, the employee is regularly required to stand; walk; stoop; kneel; crouch; sit; balance; use hands to finger, handle, or feel; reach with hands and arms, talk and hear. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of *Dental Hygiene Program Full-Time Instructor*, the employee is regularly exposed to fumes or airborne particles. Universal precautions are followed and personal protective equipment is provided. The employee is occasionally exposed to risk of radiation. The noise level in the work environment is usually moderate.



## *San Joaquin Valley College* **Job Description**

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**Job Title:** Dental Hygiene Program Part-Time Instructor  
**Department:** Dental Hygiene  
**Reports To:** Dental Hygiene Program Director  
**Classification:** Part-time, Non-exempt

**Summary:** Under immediate supervision of the Dental Hygiene Program Director, the Dental Hygiene Program Part-Time Instructor teaches theory and/or clinical courses within the Registered Dental Hygiene Program. The Dental Hygiene Program Part-Time Instructor is assigned a maximum of 29 hours per week of student contact time and related activities. The Dental Hygiene Program Part-Time Instructor is encouraged to participate in college governance, committees and task forces.

### **Essential Duties and Responsibilities**

- Teaches courses in accordance with established SJVC approved curriculum and course outlines.
- Prepares course work for all assigned classes.
- Assesses and analyzes student mastery of course and program learning outcomes.
- Reviews assessment data and adjusts curriculum and instructional methodologies to improve student learning.
- Contributes to outcome discussions at the campus, program and institution levels.
- Fulfills all duties enumerated within the Statement of Faculty Responsibilities.
- Informs students about course requirements, evaluation procedures and attendance requirements.
- Maintains necessary attendance, scholastic and student records, and submits them according to published guidelines.
- Effectively teaches and communicates with students of diverse backgrounds.
- Participates in professional development, advisory board meetings, student and other educational activities in accordance with college policy.
- Maintains currency in the field of Dental Hygiene.
- Participates in the evaluation, revision and development of curriculum and instructional methods.
- Contacts students outside the classroom due to student absence to relay information related to class work and assignments.
- Offers students additional tutoring outside class time.
- Participates in college governance, committees and task forces.
- Attends educational and campus meetings.
- Refers students to appropriate campus resources.
- Performs various functions and duties directly related to the program or the operations of the campus.
- Demonstrates respect for the rights and needs of students.
- Demonstrates respect for staff, colleagues and the teaching profession.
- Participates as assigned in various campus activities and duties
- Performs other duties as assigned

**Supervisory Responsibilities:** An instructor supervises student conduct in the classroom, on the campus, and on field trips and school related functions.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Collects and researches data to enhance teaching materials; uses intuition and experience to complement data.

Design – Generates creative solutions; translates concepts and information into images; uses feedback to modify teaching methods; demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in the classroom; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Customer Service – Manages difficult or emotional student situations; responds promptly to student needs; solicits student feedback to improve service; responds to requests for tutoring and assistance; meets commitments made to students.

Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication – Effectively teaches and communicates with students from diverse backgrounds; speaks clearly and persuasively in positive and negative situations; listens and gets clarification; responds well to questions; demonstrates excellent presentation skills; participates in meetings.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Visionary Leadership – Displays passion and optimism; inspires respect and trust; mobilizes students to fulfill their educational vision; provides vision and inspiration to students and co-workers.

Diversity – Shows respect and sensitivity for cultural differences; educates students on the value of diversity; promotes a harassment-free environment; builds a diverse workforce in the classroom and office.

Ethics – Treats students, employees, and the general public with respect; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals; benefits organization through outside activities; supports affirmative action.

Judgment – Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process.

Motivation – Encourages students to set and achieve challenging goals; demonstrates to students persistence and ways to overcome obstacles; measures self against standard of excellence and encourages students to do so as well; encourages students to take calculated risks to accomplish goals.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.

Safety and Security – Observes safety and security procedures, as well as teaches safety and security procedures in the classroom; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.



Attendance/Punctuality – Is consistently at work on time; ensures class(es) start on time; ensures classes are covered when absent; arrives to meetings and appointments on time.

Dependability – Follow instructions, responds to management direction; commits to long hours of work when necessary to cover classes and/or tutor students.

Innovation – Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Education and/or Experience

The Dental Hygiene Program Part-Time Instructor must have a minimum of two years of clinical dental hygiene experience and an associate degree. A baccalaureate degree is preferred and appropriate education and/or experience in courses assigned is required. Faculty providing didactic instruction must have earned at least a baccalaureate degree or be currently enrolled in a baccalaureate degree program.

#### Language Skills

Ability to read and interpret documents such as handbooks and curriculum; ability to write routine reports and correspondence; ability to speak effectively before groups of students and faculty members.

#### Mathematical

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent.

#### Computer Skills

To perform the job successfully, an individual should have knowledge of Microsoft Office, Word, Excel, Access, PowerPoint and Outlook.

#### Certificates, Licenses, Registrations

Current California Dental Hygiene License to include administration of local anesthesia, nitrous oxide, and performance of soft tissue curettage. Current CPR certification is required. Recommended membership in professional dental hygiene/dental organizations (ADHA/ADA, CDHA/CDA, ADEA/CDHEA).

#### Other Qualifications

In addition to meeting the qualifications required for their teaching assignment, the Dental Hygiene Program Part-Time Instructor must have specific vision abilities to perform this job, including: close vision, color vision, depth perception and the ability to adjust focus.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of Dental Hygiene Program Part-Time Instructor, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; talk; hear and speak. The employee is frequently required to walk; sit and stoop. The employee is occasionally required to kneel, crouch, crawl, climb or balance. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In some and/or all vocational classrooms, the employee is frequently exposed to moving mechanical parts. During clinical instruction, the Dental Hygiene Program Part-Time Instructor is frequently exposed to airborne particles and occasionally exposed to fumes, toxic or caustic chemicals. The employee is occasionally exposed to risk of radiation. The noise level in the work environment is usually moderate.

During clinical and laboratory procedures standard precautions are followed and personal protective equipment is provided. Docimetry badges are provided to monitor radiation exposure.



**DENTAL HYGIENE PROGRAM  
CLINICAL SUPERVISING DENTIST/INSTRUCTOR**

Faculty Teaching Position

**DEFINITION**

Under supervision of the Dental Hygiene Program Site Coordinator and Director of Dental Hygiene Education Programs, the *Dental Hygiene Program Clinical Supervising Dentist/Instructor* provides technical supervision to clinical courses within the Registered Dental Hygiene Program.

**RESPONSIBILITIES**

The *Dental Hygiene Program Clinical Supervising Dentist/Instructor* provides general and direct supervision as outlined in the California State Dental Practice Act during clinical courses.

The *Dental Hygiene Program Clinical Supervising Dentist/Instructor* is expected to participate in college governance, committees and task forces. Other duties include related educational requirements such as attending educational and campus meetings, graduation ceremonies, and various functions and duties directly related to the program or the operations of the campus.

**ESSENTIAL FUNCTIONS**

- Provides general and direct supervision during all clinical sessions.
- Assesses and analyzes student mastery of course and program learning outcomes.
- Reviews assessment data and adjusts curriculum and instructional methodologies to improve student learning.
- Contributes to outcome discussions at the campus, program and institution levels.
- Provides preliminary screenings procedures for patients within the dental hygiene program as outlined below:
  - Reviews medical history
  - Evaluates medical history for pre-medication
  - Provides calculus code and periodontal type classification for patients
  - Screens for oral disease
  - Authorizes radiography
  - Authorizes administration of anesthesia and analgesia
  - Authorizes referrals
- Supervises administration of anesthesia and analgesia.
- Provides pre-medication prescription.
- Provides consultation services.
- Handles all emergency situations.
- Participates in professional development, and other educational activities in accordance with college policy.
- Maintains currency in the field of Dentistry and Dental Hygiene Therapy
- Participates in the evaluation, revision and development of curriculum and instructional methods.

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- Demonstrates respect for the rights and needs of students.
- Demonstrates respect for staff, colleagues and the teaching profession.
- Participates as assigned in various campus activities and duties, including but not limited to the following:

### **Assignment**

- \* Tutoring Labs
- \* Skill Seminar Labs
- \* Learning Resources
- \* Teaching Assistant or Lab Assistant
- \* Student Records Maintenance
- \* Campus Workshops and Seminars
- \* Clinical Site Visits

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Collects and researches data to enhance teaching materials; uses intuition and experience to complement data

Design – Generates creative solutions; translates concepts and information into images; uses feedback to modify teaching methods; demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in the classroom; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Customer Service – Manages difficult or emotional student situations; responds promptly to student needs; solicits student feedback to improve service; responds to requests for tutoring and assistance; meets commitments made to students.

Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication – Effectively teaches and communicates with students from diverse backgrounds; speaks clearly and persuasively in positive and negative situations; listens and gets clarification; responds well to questions; demonstrates excellent presentation skills; participates in meetings.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Visionary Leadership – Displays passion and optimism; inspires respect and trust; mobilizes students to fulfill their educational vision; provides vision and inspiration to students and co-workers.



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Diversity – Shows respect and sensitivity for cultural differences; educates students on the value of diversity; promotes a harassment-free environment; builds a diverse workforce in the classroom and office

Ethics – Treats students, employees, and the general public with respect; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support – Follow policies and procedures; completes administrative tasks correctly and on time; supports organization's goals; benefits organization through outside activities; supports affirmative action.

Judgment – Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process.

Motivation – Encourages students to set and achieve challenging goals; demonstrates to students persistence and ways to overcome obstacles; measures self against standard of excellence and encourages students to do so as well; encourages students to take calculated risks to accomplish goals.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.

Safety And Security – Observes safety and security procedures, as well as teaches safety and security procedures in the classroom; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work on time; ensures class(es) start on time; ensures classes are covered when absent; arrives to meetings and appointments on time.

Dependability – Follow instructions, responds to management direction; commits to long hours of work when necessary to cover classes and/or tutor students.

Innovation – Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

### **MINIMUM QUALIFICATIONS**

#### **Education**

Minimum of a Doctorate in Dental Surgery or Doctorate in Medical Dentistry and appropriate education and/or experience in the supervision of dental hygiene treatment.

#### **Knowledge and Abilities**

Must have a thorough knowledge of the specific Registered Dental Hygiene Program requirements, ADA accreditation and approval standards.

Must have a thorough knowledge of OSHA and Cal/OSHA guidelines.

Demonstrated excellent interpersonal, written and oral communications skills required.

Knowledge of SJVC policies and procedures and compliance with these standards is a requirement for all teaching assignments.

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### Experience

In addition to meeting the qualifications required for the teaching assignment, the *Dental Hygiene Program Clinical Supervising Dentist/Instructor*, must have a minimum of 5 years clinical experience in the practice of supervising dental hygiene treatment.

### Certificates, Licenses, Registrations

Current California Dental License. Current CPR certification is required. Recommended membership in professional dental hygiene/dental organizations (ADA, CDA, ADEA/CDHEA).

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of *Dental Hygiene Program Clinical Supervising Dentist/Instructor*, the employee is regularly required to stand; walk; stoop; kneel; crouch; sit; balance; use hands to finger, handle, or feel; reach with hands and arms, talk and hear. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of *Dental Hygiene Program Clinical Supervising Dentist/Instructor*, the employee is regularly exposed to fumes or airborne particles. Universal precautions are followed and personal protective equipment is provided. The employee is occasionally exposed to risk of radiation. The noise level in the work environment is usually moderate.



*San Joaquin Valley College*  
**Job Description**

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**Job Title:** Dental Hygiene Office Manager  
**Department:** Dental Hygiene  
**Reports To:** Dental Hygiene Program Director  
**Classification:** Full-time, Non-exempt

**Summary:** Under the direct supervision and management of the Dental Hygiene Program Director, the Office Manager is responsible for the day to day operations of the dental hygiene clinic and related dental hygiene program operations.

The Dental Hygiene Office Manager must possess a working knowledge of dental terminology and dental office procedures such as scheduling patients, maintaining and managing patient records, and ordering and maintaining dental supplies. The incumbent is responsible for providing the highest level of customer service.

**Essential Duties and Responsibilities:**

- Maintains and manages the clinic appointment schedule
- Receives calls, visitors and patients
- Maintains and manages patient records and clinic performance evaluations and other forms
- Supervises and maintains the reception room and business office
- Collects, records, and accounts for fees collected in clinic for services rendered
- Prepares statements for Dent-Cal patients; collects payments
- Performs general secretarial duties and administrative duties required by the Program Director and faculty
- Completes correspondence as required by the Program Director and clinic operations
- Supervises patient recruitment programs
- Works with the Facilities Manager to maintain, order and inventory all supplies used in the clinic for patients and students
- Attends all department meetings; takes, distributes and maintains minutes
- Maintains and manages student recruitment, admissions and enrollment
- Performs other duties as assigned

**Supervisory Responsibilities:** No supervisory responsibilities.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

Design – Demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; uses reason even when dealing with emotional topics.

Project Management – Coordinates projects; communicates changes and progress; completes projects on time.

Technical Skills – Strives to continuously build knowledge and skills; shares expertise with others.

Customer Services – Manages difficult or emotional student situations; responds promptly to student needs; solicits student and employee feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills – Maintains confidentiality; listens to others without interrupting; keeps emotions under control.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Change Management – Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Delegation – Delegates work assignments; matches the responsibility to the person; sets expectations and monitors delegated activities; provides recognition for results.

Leadership – Inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others.

Managing People – Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies student feedback.; improves processes and service; continually works to improve supervisory skills.

Quality Management – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Diversity – Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment.

Ethics – Treats people with respect; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Judgment – Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Motivation – Demonstrates persistence and overcomes obstacles; measures self against standard of excellence.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; monitors own work to ensure quality.

Quantity – Meets productivity standards; completes work in a timely manner; strives to increase productivity.

Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; manages competing demands; able to deal with frequent change, delays or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent.

Dependability – Follow instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability



required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Associate degree (A.A.) preferred; a minimum of three years dental administrative experience.

Language Skills – Ability to read, analyze, and interpret materials related to area of expertise; thorough knowledge of correct English grammar, spelling and writing formats; ability to respond to common inquiries or complaints from students, employees and members of the business community; ability to effectively present information to students, employees, and the business community; must be fluent in the Spanish language.

Mathematical Skills – Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; ability to compute rate, ratio and percent and to draw and interpret bar graphs.

Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access, and Outlook; and master proprietary software used to maintain students records.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk and hear. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In some and/or all vocational classrooms, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

The noise level in the work environment is usually moderate.

*San Joaquin Valley College*  
**Job Description**

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**Job Title:** Dental Hygiene Office and Clinic Assistant  
**Department:** Dental Hygiene  
**Reports To:** Director of Dental Hygiene Education and Campus Director and/or Academic Dean  
**Status:** Full-time, Non-exempt

**Summary:** Under the direct supervision and management of the Dental Hygiene Program Director, the Office and Clinic Assistant is responsible for assisting in the day to day operations of the dental hygiene clinic and related dental hygiene program operations.

The Dental Hygiene Department Office and Clinic Assistant must possess a working knowledge of dental terminology and dental office procedures such as scheduling patients, maintaining and managing patient records, and ordering and maintaining dental supplies. The incumbent is responsible for providing the highest quality of customer service.

**Essential Duties and Responsibilities:**

- Trains, manages, and evaluates students on rotation as clinical assistants, x-ray assistants and front office assistants
- Assists with the clinic appointment schedule
- Receives calls, visitors, and patients
- Assists with patient records and clinic performance evaluations and other forms
- Performs general secretarial duties and administrative duties required by the Program Director and faculty
- Completes correspondence as required by the Program Director and clinic operations
- Works with the Facilities Manager in ordering and inventory of all supplies used in the clinic for patients and students
- Attends all department meetings
- Performs other duties as assigned

**Supervisory Responsibilities:** A clinic coordinator supervises student conduct in the clinical setting and on clinical related field trips and/or externships.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Collects and researches data to enhance teaching materials; uses intuition and experience to complement data.

Design – Generates creative solutions; translates concepts and information into images; uses feedback to modify teaching methods; demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in the classroom; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Customer Service – Manages difficult or emotional student situations; responds promptly to student needs; solicits student feedback to improve service; responds to requests for tutoring and assistance; meets commitments made to students.

Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.



Oral Communication – Effectively teaches and communicates with students from diverse backgrounds; speaks clearly and persuasively in positive and negative situations; listens and gets clarification; responds well to questions; demonstrates excellent presentation skills; participates in meetings.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Visionary Leadership – Displays passion and optimism; inspires respect and trust; mobilizes students to fulfill their educational vision; provides vision and inspiration to students and co-workers.

Diversity – Shows respect and sensitivity for cultural differences; educates students on the value of diversity; promotes a harassment-free environment; builds a diverse workforce in the classroom and office.

Ethics – Treats students, employees, and the general public with respect; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support – Follow policies and procedures; completes administrative tasks correctly and on time; supports organization's goals; benefits organization through outside activities; supports affirmative action.

Judgment – Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process.

Motivation – Encourages students to set and achieve challenging goals; demonstrates to students persistence and ways to overcome obstacles; measures self against standard of excellence and encourages students to do so as well; encourages students to take calculated risks to accomplish goals.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.

Safety and Security – Observes safety and security procedures, as well as teaches safety and security procedures in the classroom; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work on time; ensures class(es) start on time; ensures classes are covered when absent; arrives to meetings and appointments on time.

Dependability – Follow instructions, responds to management direction; commits to long hours of work when necessary to cover classes and/or tutor students.

Innovation – Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Education and/or Experience

Associates degree preferred. Completion of formalized dental assisting or health care administration program is required. A minimum of 3 years of dental administrative experience.

#### Language Skills

Ability to read, analyze, and interpret materials related to area of expertise; thorough knowledge of correct English grammar, spelling and writing formats; ability to respond to common inquiries or complaints from

students, employees and members of the business community; ability to effectively present information to students, employees, and the business community; must be fluent in the Spanish language.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office Word, Excel, Access, Outlook and all software programs related to courses to be taught.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; talk; hear and speak. The employee is frequently required to walk; sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In some and/or all vocational classrooms, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.