

## **DIRECTOR – DENTAL HYGIENE PROGRAM**

Responsible To: Vice President of Instruction  
Authorization From: Superintendent/President  
Period of Employment: Full-time, 12 month position  
Salary: Educational and Classified Administrator Salary Schedule  
Grade 19 (\$91,278.00 to \$123,733.00 in 12 steps)

### GENERAL RESPONSIBILITIES

Under the direction of the Vice President of Instruction, directs, plans, coordinates, supervises and evaluates the Dental Hygiene program, including related grants, in accordance with state and federal codes and regulations, District policies and procedures, Commission on Dental Accreditation (CODA), and Dental Hygiene Committee of California (DHCC). Supervise the maintenance and custody of Dental Hygiene program student records. Supervises and evaluates the performance of assigned personnel.

### PRIMARY DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned activities and operations;
- Recommend and administer policies, procedures, and programs;
- Participate in long-range planning activities;
- Plan, coordinate, and supervise the operations of the Dental Hygiene program;
- Schedule and staff all dental hygiene classes and clinics;
- Arrange for supervision of all clinics by a licensed dentist;
- Maintain compliance with the Dental Hygiene Committee of California requirements;
- Lead faculty in curriculum planning and annual review and assessment;
- Develop and maintain relationships and articulation agreements with appropriate four-year degree programs;
- Supervise, collaborate, and participate with the VP and program faculty and staff to develop student selection process;
- Select students;
- Participate in the selection, training, supervision, and evaluation of assigned faculty and staff;
- Supervise assigned personnel in accordance with District policy;
- Provide or coordinate training for staff;
- Participate in the evaluation of classified and certificated staff and faculty;
- Oversee and participate in the development and administration of the Dental Hygiene program's annual budget(s);

- Participate in the forecast of funds/expenditures; monitor and approve expenditures;
- Implement adjustments;
- Supervise and monitor the ordering and maintenance of all clinical and laboratory supplies and equipment;
- Oversee the maintenance of clinical equipment;
- Prepare periodic accreditation reports and required annual surveys for the Commission on Dental Accreditation;
- Submit requested information and reports to the Dental Hygiene Committee of California;
- Facilitate regular meetings of the Dental Advisory Committee;
- Facilitate regular departmental meetings of faculty and staff;
- Maintain membership that is active and representative of the community;
- Represent the college and the Dental Hygiene program to other departments and outside agencies;
- Coordinate assigned activities with those of other departments and outside agencies and organizations;
- Performs other related duties as assigned.

## KNOWLEDGE AND ABILITIES

Knowledge of:

- Operations, services, and activities of a Dental Hygiene program;
- Laws, rules, regulations, policies and procedures relating to Dental Hygiene program operations;
- District policies, procedures, and current educational programs;
- Methods and techniques of leadership and management;
- Principles and practices of curriculum and course development;
- Principles and practices of program development and administration;
- Principles and practices of budget preparation and administration;
- Principles of supervision, training and performance evaluation;
- Methods and techniques of research, analysis, and decision making;
- Principles and procedures of statistical record-keeping and report preparation;
- Modern office procedures, methods, and equipment including computers and applicable software;
- English language usage, spelling, grammar and punctuation;
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Manage, direct and provide effective leadership for assigned programs and services;
- Oversee and participate in the development and implementation of policies, procedures, goals and objectives;
- Develop, coordinate, and manage effective programs and services; analyze and assess programs, policies and operations needs and make appropriate adjustments;
- Plan, organize, direct, and coordinate the work of assigned faculty and classified staff;
- Select, supervise, train, and evaluate staff;

- Research, analyze, and evaluate new service delivery methods and techniques;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Prepare and present comprehensive, effective oral and written reports;
- Prepare and administer an operational budget;
- Interpret, apply, and explain laws, regulations, policies, and procedures related to assigned functions;
- Conduct meetings and serve on committees;
- Plan and organize work to meet schedules and timelines;
- Work successfully with District faculty, administrators and staff as well as community representatives;
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation and cultural populations of community college students;
- Communicate effectively, both orally and in writing, demonstrating advanced writing skills;
- Establish and maintain effective working relationships with those contracted in the course of work.

### MINIMUM QUALIFICATIONS

- Possess a Master's or higher degree from an accredited college or university.
- A minimum of one year of formal training, internship, or leadership experience reasonably related to the administrative assignment;
- Documentation of two (2) years' of experience teaching in a pre- or post-licensure registered dental hygiene or dental program;
- Documentation of a minimum of 2,000 hours in direct patient care as a registered dental hygienist.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

### LICENSES AND OTHER REQUIREMENTS

- Possess an active, current dental or dental hygiene license issued by the Dental Hygiene Committee of California or the Dental Board of California (DBC), with no disciplinary actions.

### PHYSICAL REQUIREMENTS

1. Ability to stand and circulate for extended periods of time.
2. Ability to work at a desk, conference table or in meetings of various configurations.
3. Ability to see for purposes of reading laws, codes, rules, policies, other printed materials and observing students.
4. Ability to hear and understand speech at normal levels.
5. Ability to communicate so others will be able to clearly understand a normal conversation.
6. Ability to reach in all directions.
7. Ability to lift and carry 25 lbs.

*Reasonable accommodations will be made for candidates with physical disabilities.*