



**TAFT COLLEGE**  
WEST KERN COMMUNITY COLLEGE DISTRICT

Human Resources  
29 Cougar Court  
Taft, CA 93268  
661-763-7805

[www.taftcollege.edu](http://www.taftcollege.edu)

## Management Employment Opportunity

Application Deadline: Open until filled, priority consideration date of Monday, August 7, 2017 @ 4:00 p.m.

### ***DIRECTOR - DENTAL HYGIENE PROGRAM***

Educational and Classified Administrator Salary Schedule Grade 19 (\$91,278.00 to \$123,733.00 in 12 steps). The District provided health and welfare benefits, valued at \$19,530.96 for 2017-18 includes medical, dental and vision for the employee and dependents, and life insurance for the employee.

#### **GENERAL INFORMATION**

Taft College is a single-campus district in Kern County. Taft is located in the foothills at the southwestern edge of the San Joaquin Valley just 35 minutes west of Bakersfield, two hours north of Los Angeles and two hours from California's central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

The college is a designated Hispanic Serving Institution (HSI) with unique programs in Energy Technology, Engineering, Dental Hygiene and STEM-related disciplines. Taft College's Full Time Equivalent Students are over 2,600 with an average class size of 20. The District has a diverse student body that is 55.9% Hispanic, 31.6% White, 6.2% Black, 2.2% Mixed Race, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Unknown and 0.3% Pacific Islander.

The college has 62 full-time faculty, 80 adjunct faculty, 146 classified staff, 24 classified administrators and 7 certificated administrators.

#### **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**

*Please refer to the Taft College website to view the complete job description.*

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

#### **Equal Employment Opportunity**

The West Kern Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas.

**Application materials are available in the HR Department, on our website under Jobs and EdJoin.**

**Websites:**  
[www.taftcollege.edu](http://www.taftcollege.edu)  
[www.edjoin.org](http://www.edjoin.org)

**Human Resources Department  
Summer Hours:**  
Monday - Thursday  
7:00 a.m. - 5:00 p.m.  
Friday  
Closed

## **PRIMARY DUTIES AND RESPONSIBILITIES, continued**

- 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.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- 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**

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential 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 and employees with physical disabilities.*

## **PAY RANGE**

Educational and Classified Administrator Salary Schedule Grade 19 (\$91,278.00 to \$123,733.00 in 12 steps).

## **SUPERVISION**

Direct supervision is received from the Vice President of Instruction.

## **HOURS & TERMS OF EMPLOYMENT**

Assignments are typically 40 hours per week and 12 months per year. May require evening, over-time, holiday or weekend hours throughout the year. Work is generally performed indoors.

## **CONDITIONS OF EMPLOYMENT**

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. Taft College reserves the right to modify or rescind this job announcement at any time.

## **APPLICATION PROCEDURE**

To be considered for review, applicants must submit the following application materials:

1. A West Kern Community College District management application or online Edjoin application.
2. A cover letter outlining your education and experience relevant to this position.
3. A current resume.
4. Transcripts (unofficial acceptable).
5. Three (3) letters of recommendation, current within the last year, addressing your professional and interpersonal skills.

Application forms may be obtained from [www.taftcollege.edu](http://www.taftcollege.edu).

Paper applications need to be hand delivered or mailed to: Taft College Human Resources Department  
29 Cougar Court  
Taft, CA 93268  
Telephone: 661-763-7805  
Email: [tcjobs@taftcollege.edu](mailto:tcjobs@taftcollege.edu)

Management online application submission: [www.edjoin.org](http://www.edjoin.org)

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

## **APPLICATION DEADLINE**

To be assured full consideration, complete application packets should be in the Human Resources Department by **4:00 p.m. on Monday, August 7, 2017**. It is the applicant's responsibility to ensure that all application materials are received. Application materials must be mailed, hand delivered, or e-mailed. Emails must be followed by original documents. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

## **INTERVIEW**

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

## **MISSION STATEMENT**

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable environment defined by applied knowledge leading to students' achievement of their educational goals.

*Applicants who are protected under the Americans with Disabilities Act and who, are due to a Disability, require accommodations for completing the application process, testing, (if required for the position), or the interview, should notify the Human Resources Department 10 working days before the accommodation is required.*