



JOB DESCRIPTION – PART TIME DENTAL HYGIENE INSTRUCTOR

DEPARTMENT	HIGHER & CONTINUING EDUCATION	LOCATION	WILLOW STREET
RESPONSIBLE TO	DIRECTOR OF HIGHER & CONTINUING EDUCATION	RESPONSIBLE FOR	NONE
JOC APPROVAL DATE		ELECTRONIC SIGNATURE	

JOB SUMMARY

The LCCTC P/T Dental Hygiene Instructor is responsible for supervising and evaluating dental hygiene students in patient clinic on days/ times, and supervising students during preclinical dental hygiene lab.

ESSENTIAL RESPONSIBILITIES/SKILLS/FUNCTIONS

- Supervise and evaluate students providing complete dental hygiene care for patients in the LCCTC Dental Clinic
- Maintain instruments and supplies for patient care
- Take radiographs and perform other PA Dental Hygiene services.
- Perform instructional duties in student pre-clinic.
- Assist with scheduling and collection of fees as needed.
- Assist student to develop skills which will enhance ability to obtain and maintain employment
- Serve as mentor and teacher in the development of specific skills relevant to the industry or course of study
- Manage equipment, tools, and other supplies needed to support established curriculum
- Evaluate student progress and provide and document feedback
- Participate in student conferences to develop a plan which enhances student learning
- Maintain student and course records in accordance with PDE and CODA guidelines
- Support student in acquiring employment and/or continuing education by assisting in developing resumes and various job search materials
- Participate in professional development activities to enhance the classroom environment
- Schedule patients for dental care

POSITION SPECIFIC REQUIREMENTS

EDUCATION & EXPERIENCE

- Excellent attention to detail, interpersonal and oral communication, and customer service skills
- The ability to handle input from multiple sources at once, excellent memory, excellent organization skills, excellent computer skills including Microsoft Office, Dentrix experience is helpful, excellent written communication and basic math skills, and the ability to operate basic office equipment.

EDUCATION & EXPERIENCE

- PA licensed RDH with 2 years' experience preferred
- Bachelor's degree
- Current CPR
- ACT 31 training
- CHRI without prohibitive offenses at time of hire, not more than 1 year old
- Current negative 2-step Mantoux at time of hire, not more than 1 year old
- Hepatitis B Vaccination

POSITION DETAILS

PHYSICAL REQUIREMENTS

For each of the requirements below, indicate whether the position requires them Frequently (F), Occasionally (O), Seldom (S), or Never (N).

Standing: F	Reaching: F
Sitting: F	Moving about: F
Lifting (include weight): S up to 25lbs.	Pushing: S
Grasping: F	Kneeling: S
Climbing: S	Crawling: S
Squatting: S	Bending/Stooping: F

HOURS

3/ Day

DAYS

4-20 / Month

TYPE OF POSITION

Permanent (P) or Temporary (T): P

FLSA STATUS

Exempt (E) or Non-Exempt (N): N

INSURANCE

Professional (P), Administration (A), Support (S): S

OTHER

The LCCTC reserves the right to modify this job description as business demands dictate.

SIGNATURE

By signing below, you indicate that you have read, understand, and can perform the essential duties of this job as outlined above with or without reasonable accommodation. Because LCCTC maintains a team environment, you may be required to perform other duties as instructed by your supervisor.

X _____ Date: _____

NONDISCRIMINATION INFORMATION

Lancaster County Career & Technology Center is an equal opportunity education institution and will not discriminate in employment, education programs, or activities on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, age or disability in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. This policy of nondiscrimination extends to all other legally protected classifications under state and federal laws.

For information regarding the Americans with Disabilities Act (ADA), the rights of an individual with a disability, our obligations under ADA, or grievance procedures, contact the Business Manager and ADA Coordinator, 1730 Hans Herr Drive, Willow Street, PA 17584-0527. Telephone: 717-464-7050.

For inquiries regarding other nondiscriminatory policies and programs, or for information regarding services, activities, programs and facilities that are accessible to and usable by both disabled persons and national origin minority persons who lack English language skills, contact the Supervisor of Student Services and Coordinator for Title VI, Title IX and Section 504, 1730 Hans Herr Drive, Willow Street, PA 17584. Telephone: 717-208-3124.