

Dental Assisting Program Chairside and Laboratory Assistant Instructor Adult Education
Instructor - Job Description- Part-time - \$23.50

Position: Chairside and Laboratory Assistant Instructor
Class: Indicate part-time or full time: _____
Reports to: Program Director and/or Director of Adult Education or Designee
Pay Scale: If Part-time : Hourly wage 23.50 or 1099 Purchase Service
Schedule: As Needed; Total year up to hours: _____
Fund Source: Adult Education

The faculty member will actively engage a culturally diverse student body in the learning process through evidence of preparation/record keeping, creating a classroom environment conducive to learning, using best practices in classroom instruction, demonstrating effective organizational skills and adherence to program procedures. The faculty will collect, document and analyze assessment results in order to achieve course, program, and institutional learning outcomes. The faculty will willingly participate in non-instructional activities such as open houses, academic advising, student recruitment, organizational committees and professional and community service.

Instructor Job Responsibilities and Performance Measures

Instructors of Choffin Career and Technical Center Dental Assisting Program are supervised by and report directly to the Program Director of Dental Assisting.

The Chairside and Laboratory Assistant instructor performs and demonstrates the following duties: Chairside procedures, instrumentation principles of four and six handed dentistry, dental materials, vital signs, medical emergencies, dental charting, infection control protocols, operative dentistry procedures, records and patient management. The laboratory procedures include but are not limited to: tooth waxings, custom trays, study models, wax rims, mouth-guards, and fabrication of temporaries.

The duties and responsibilities of dental assisting instructors are as follows:

- Teaching assigned courses in reference to the program syllabus, curriculum and specific manuals.
- Provide students with clear objectives and expectations.
- Ensure the course content and objectives are met.
- Utilize a variety of teaching styles and methods to accommodate the diverse learning styles of students.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of career and technical students.
- Provide guidance and academic support.
- Comply with all institutional, accrediting and regulatory agency policies and procedures set forth by department.
- Actively work to maintain student retention within the program.
- Upholds the highest levels of professionalism and ethical conduct
- Maintain professionalism and confidentiality of all work including student information.
- Attend required faculty meetings and special events relating to the program.
- Administer graded examinations to assess course objectives

- Monitor laboratory procedures including but not limited to: waxings, models, wax rims, whitening and athletic mouth-guards, and fabrication of temporaries.
- Monitor chairside procedures including but not limited to: composite, amalgam, infection control, radiology, and four and six handed dentistry.
- Demonstrate a thorough and accurate knowledge of their field or discipline.
- Connect their subject matter with related fields.
- Stay current in their subject through professional development, involvement in professional organizations, and attending professional meetings, conferences, or workshops.
- Learn and use technology to enhance teaching and the educational experience when appropriate
- Adhere to all licensing requirements as determined by the Ohio Dental Association
- Assist in maintaining Accreditation Commission's Standards for institution and program as needed.
- Provide quality instruction by communicating clear expectations,utilizing active listening skills and monitoring, engage students, adapt instruction to student needs, and provide individual and small group tutoring when students demonstrate lack of mastery.
- Maintain daily detailed lesson plans to demonstrate alignment to course outcomes.
- Provide timely feedback to students to attain course goals and objectives.
- Develop respectful relationships with students to better understand their academic and non-academic needs.
- Initiate and manage current course information and maintain all student records utilizing the Learning Management System determined by the institution.
- Participate in faculty meetings according to faculty by-laws and institutional policies to plan, implement and make recommendations of improvement to the benefit of the program.
- Perform inventory and maintain supplies/equipment. Notify the supervisor of supply/equipment needs to meet program requirements.
- Instruct in didactic, laboratory, and clinical environments as required by program outputs and student learning
- In the clinical environment the instructor understands they are required to:
 - Demonstrates patient care in a variety of clinical environments
 - Conducts planned pre and post clinical conferences
 - Utilize effective time management skills to monitor, instruct, and evaluate students
 - Remain with students if clinical time completion is beyond regular work day and communicate with the supervisor of the need to be able to flex work time on another day.
- Demonstrates commitment to lifelong learning by remaining current in the field of study through professional development activities. Professional meetings (training, meetings etc...) can be after the regular work day up to 4 hours within a month.
- Assist Program Director, Supervisor and/or Designee as requested.
- Abides by institutional policies, guidelines and procedures.
- Exhibits integrity, honesty, professionalism and a strong work ethic.
- Actively participates in non-instructional activities when opportunities are presented.
- Actively participates in student recruitment activities.
- Actively participates in institutional committees.
- Actively participates in community service.

- Other duties as assigned by the Director of Adult Education, Program Director, Supervisor or Designee.

Note: Part-time instructors are responsible for the above and/or the duties outlined by the program director and could change according to program needs.

Qualifications

1. Education

- a. Must have a minimum of 5 years working experience in the field of dentistry.
- b. Must be a graduate of a Dental Assisting Program
- c. Hold a current CDA certificate from the Dental Assisting National Board
- d. Hold a current OSDB Radiology Certificate
- e. Hold a current CPR certification

2. Teaching Certificate

- a. Candidates who do not have valid Ohio teaching certificates or licenses and are hired by a school or district to teach adults in adult workforce education programs must have active adult education permits. Health Occupations (070000). Permits are issued by the Ohio Department of Education.

3. Other Requirements

- a. Pass the drug test and background checks as required for employment.
- b. Be current in all vaccinations including Covid
- c. Proficiency in computer applications, possess skills in Microsoft Office applications and Google Suite.
- d. Excellent written, oral and interpersonal communication skills.
- e. Possess critical thinking skills.
- f. Demonstrate cultural competence and cultural sensitivity.
- g. Ability to work cooperatively and effectively with diverse individuals.
- h. Ability to maintain confidential information.

4. Physical Requirements

- a. See details of objects that are more than a few feet away.
- b. See differences between colors, shades, and brightness.
- c. Move two or more limbs together (for example, two arms, two legs, or one leg and one arm) while remaining in place.
- d. Bend, stretch, twist, or reach out.
- e. Use stomach and lower back muscles to support the body for long periods without getting tired.
- f. Focus on one source of sound and ignore others.
- g. Determine the distance between objects.

- h. Be physically active for long periods without getting tired or out of breath.
- i. Use muscles to lift, push, pull, or carry heavy objects.
- j. Use muscles for extended periods without getting tired.
- k. Coordinate movement of several parts of the body, such as arms and legs, while the body is moving.
- l. Make fast, repeated movements of fingers, hands, and wrists.
- m. Hear sounds and recognize the difference between them.

5. Work Environment

- a. Employees will normally be exposed to typical office, laboratory, classroom and medical clinical conditions.
- b. The instructor calendar year comprises 201 work days with 191 instructional days with students.
- c. Part-time instructors work in an as needed basis
- d. Pay rate: \$23.50 per hour

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required by the employee, and at no time does this job description constitute a contract. The institution may exercise its employment at will rights at any time for part-time employees and according to YCSD policies.

This Job Description is not a complete statement of all duties and responsibilities comprising the position. Signing this form indicates that you understand the job requirements and are willing and able to perform the duties as assigned. "Up To" hours indicate the number of hours that an instructor can work per week. It is NOT A GUARANTEE of weekly hours. Instructors are scheduled on an as needed basis.

Employee Name: _____

Employee Signature: _____ **Date:** _____

If Part-time: Total up to hours for the year: _____