COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION

POSITION TITLE: Dental Hygiene Program Director/ Faculty

DEPARTMENT: Instruction

REPORTS TO: Division Chair

SUPERVISES: DH Faculty and Adjunct Instructors

FLSA: FACULTY X APT _____ COACH _____

DOCUMENT STATUS: New/Date: 2/13/18 Revision # _____ Date:

TRAVEL:

SICK LEAVE: 10 hours per month ANNUAL LEAVE: 16 hour per AY

COLLEGE-WIDE ____ CAMPUS: __X__ RANGELY ____ CRAIG

GENERAL SUMMARY
Teach a half-time load in the Dental Hygiene Program in didactic and clinic settings. Responsible for teaching, guiding, monitoring and evaluating student learning in the classroom, laboratory and clinical setting. Administration half-time load for the Dental Hygiene Program. Responsible to oversee faculty roles, teaching quality, reviewing DH accreditation, budget, review of program standards, course sequence and schedules, program marketing and recruitment.

ADMINISTRATIVE DUTIES
1. Assist Division Chair in the development of course sequence plans and two year completion plans for the programs/majors in their purview to ensure student completion.
2. Assist Division Chair to in development of course schedules each term, with recommendations for faculty assignments for the delivery of the Division or Program’s curriculum.
3. Submit to Division Chair requests for program changes and/or course changes/additions applicable to the program through appropriate processes and within policy.
4. Evaluate faculty within the department in accordance to CNCC’s performance evaluation process and recommend professional development when needed.
5. Review and submit to Division Chair requests for textbook changes and/or corrections to the master textbook list through appropriate processes and within policy.
6. Coordinate and lead program accreditation.
7. Act as cost center manager for the program budget.
8. Provide support for adjunct instructors to ensure integrity of curriculum at a college level. Assist with training in instructional processes and expectations as needed.
9. Serve as an academic advisor responsibilities to faculty within the department in collaboration with the Advising and Student Success Office.
10. Assist Division Chair to manage program review efforts.
11. Participate in budget process under the coordination of the Division Chair. Submit budget change proposals to the Division Chair.
12. Coordinate Programs’ recruitment of students in conjunction with the Marketing Department and the Recruiting Department.
13. Work with Division Chair to manage instructional needs equipment and supplies and recommend appropriate changes.
14. Participate in CNCC committee meetings as assigned.
15. Schedule and conduct Program meetings.
16. Schedule and conduct advisory and other required conference meetings.
17. Perform other duties as assigned by the Division Chair, Associate VP and/or the Vice-President of Instruction to meet department, college, state, and federal requirements.

**FACULTY TEACHING DUTIES**

1. Teach a half-time load or equivalent through didactic and clinical instruction.
2. Instruct in areas including, but not limited to, periodontology, clinic lecture, dental anatomy, diet and nutrition.
3. Assist with coordination of clinical activities and schedules for sophomore clinic courses.
4. Meet all scheduled classes and be fully prepared for each class meeting.
5. Evaluate students’ work in a thorough and equitable manner.
6. Keep informed of current educational trends, both in general and in one’s own specific field.
7. Understand the student group being served and work toward improving students’ skills.
8. Actively engage in the CNCC assessment of student learning initiatives and complete assigned assessment activities.
9. Participate in departmental meetings including curriculum development and review, as well as staffing for students of concern.
10. Keep accurate records, maintain course syllabi, and post grades according to College schedules.
11. Assist with new student orientation.
12. Serve as an Academic Advisor for Dental Hygiene students.
13. Report to appropriate personnel problems involving students needing special academic or personal assistance.
14. Schedule, post, and meet five (5) to ten (10) office hours each week.
15. Attend all meetings and trainings appropriate to the assigned position.
16. Actively serve on additional College committees as appropriate and necessary.
17. Adhere to the community college philosophy and the policies/procedures of CCCS and CNCC.
18. Accept assignments in evening programs, occupational programs, and student-life activities when appropriate.
19. Participate in the annual Honors Banquet.
20. Participate in the annual Commencement exercises.
21. Perform other duties as assigned by the Division Chair.

**SECONDARY DUTIES**

1. Attend professional conferences and secure continuing education credits to maintain Colorado CTE Credential.
2. Assist with alumni relations.

**ESSENTIAL QUALIFICATIONS**

*This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

**Education and Training:**
- Master’s Degree in Dental Hygiene or related field and an Associate’s Degree in Dental Hygiene from an accredited college or university.
- Eligible to receive a Colorado Post-Secondary CTE Credential

**Prior Related Experience:**
- Three years teaching experience at the post-secondary level

**Licensure/Certification:**
- Current Dental Hygiene License – State of Colorado or ability to obtain a Colorado License
• Current CPR Certification or ability to obtain certification
• Certified or ability to become certified in anesthesia.

**Equipment Skills:**
• Dental Office and Operatory Equipment
• Computer and dental related software

**Other Qualifications:**
1. Knowledge and ability to teach both didactic and clinical skills.
2. Computer literate, especially with a variety of classroom technology.
3. Good oral and written communication skills.
4. Ability to work with confidential matters.
5. Good interpersonal skills.
6. Good organizational skills.

**PREFERRED QUALIFICATIONS**

**Education and Training:**
• Ph.D. and Master’s in education or health sciences and a Bachelor’s degree in Dental Hygiene
• Three years teaching experience at the post-secondary level

**Prior Related Experience:**
• Five or more years teaching experience at the post-secondary level

**Equipment Skills:**
• Computer literate, especially with our D2L LMS and a variety of classroom technology.
ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

- **N/A** = Not Applicable
- **R** = Rarely (less than ½ hour per day)
- **O** = Occasionally (1/2 - 2.5 hours per day)
- **F** = Frequently (2.5 - 5.5 hours per day)
- **C** = Continually (5.5 - 8 hours per day)

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<thead>
<tr>
<th>Physical Requirements</th>
<th>N/A</th>
<th>R</th>
<th>O</th>
<th>F</th>
<th>C</th>
<th>Describe any job duty that requires repetition or a unique application of the activity.</th>
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<td>Stationary Standing</td>
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<td>Walking</td>
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<td>Ability to be Mobile</td>
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<td>Kneeling/Crawling</td>
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<td>Stooping (bend at waist)</td>
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<td>Twisting (knees/waist/neck)</td>
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<td>Turn/Pivot</td>
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<td>Climbing</td>
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<td>Balancing</td>
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<td>Reaching Overhead</td>
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<td>Reaching Extension</td>
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### Other physical demands:

#### Sensory Requirements

- **Talking in Person**: NA
- **Talking on Telephone**: O
- **Hearing in Person**: NA
- **Hearing on Telephone**: NA
- **Vision for close work**: NA
- **Other Sensory Requirements**: NA

#### Environmental Requirements

- **Safety requirements (i.e. clothing, safety equipment required, activities performed)**: NA
- **Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)**: NA
- **Operation of equipment, tools, vehicles**: NA
- **Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)**: NA
- **Other environmental requirements**: NA

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This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

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Employee Review: _____________________________ Date:________________

Supervisor Review: _____________________________ Date:________________