

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Dental Hygiene Program Faculty

DEPARTMENT: Instruction

REPORTS TO: Program Director

SUPERVISES: work study

FLSA: FACULTY X APT _____ COACH _____

DOCUMENT STATUS: New/Date: 2/8/18 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 fulltime 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. Transition into sophomore clinic coordinator within one year.

PRIMARY DUTIES

1. Teach a full-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 Dental Hygiene Program Director and/or the Division Chair.

SECONDARY DUTIES

1. Participate in and/or serve as Advisor to the Dental Hygiene Student club as assigned by the Dental Hygiene Program Director.
2. Attend professional conferences and secure continuing education credits to maintain Colorado CTE Credential.
3. Assist with community outreach projects such as regional health fairs and Mission of Mercy.
4. Assist with alumni relations.
5. Assist with recruiting activities and events.

ESSENTIAL QUALIFICATIONS

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

Education and Training:

- Bachelor's Degree in Dental Hygiene or related field and an Associate's Degree in Dental Hygiene from an accredited college or university.
- Dental Hygiene License – State of Colorado or ability to obtain a Colorado License
- Eligible to receive a Colorado Post-Secondary CTE Credential
- Current CPR Certification or ability to obtain certification

Prior Related Experience:

Licensure/Certification:

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. Certified or ability to become certified in anesthesia.
3. Computer literate, especially with a variety of classroom technology.
4. Good oral and written communication skills.
5. Ability to work with confidential matters.
6. Good interpersonal skills.
7. Good organizational skills.

PREFERRED QUALIFICATIONS

Education and Training:

- Master's Degree or Ph.D. in education or health sciences as well as a degree in Dental Hygiene
- Three years teaching experience at the post-secondary level
- Certification in Local Anesthesia and Nitrous Oxide/Oxygen Sedation or ability to obtain certification.

Prior Related Experience:

Licensure/Certification:

Equipment Skills:

Other Qualifications:

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable
R = Rarely (less than 1/2 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)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting			X			
Stationary Standing				X		
Walking				X		
Ability to be Mobile					X	
Crouching (bend at knees)			X			
Kneeling/Crawling		X				
Stooping (bend at waist)				X		
Twisting (knees/waist/neck)			X			
Turn/Pivot				X		
Climbing		X				
Balancing				X		
Reaching Overhead			X			
Reaching Extension				X		
Manual Dexterity					X	
Pushing/Pulling		X				
1 - 10 lbs.		X				
11 - 20 lbs.		X				
21 - 35 lbs.		X				
36 - 50 lbs.		X				
51 - 75 lbs.		X				
76 - 100 lbs.		X				
Lifting/Carrying				X		
1 - 10 lbs.				X		
11 - 20 lbs.				X		
21 - 35 lbs.			X			
36 - 50 lbs.		X				
51 - 75 lbs.		X				
76 - 100 lbs.		X				

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					x	
Talking on Telephone			x			
Hearing in Person					x	
Hearing on Telephone			x			
Vision for close work					x	
Other Sensory Requirements					x	Smell and touch
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)				x		
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)				x		
Operation of equipment, tools, vehicles				x		
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)					x	
Other environmental requirements:						

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.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____