

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Dental Hygiene Program Faculty-2nd year Coordinator

DEPARTMENT: Instruction

REPORTS TO: Dental Hygiene Program Director

SUPERVISES: Work study students

FLSA: FACULTY X APT _____ COACH _____

DOCUMENT STATUS: New/Date: 2/8/18 Revision # 2 Date: 11-18-2020

TRAVEL: Occasional

SICK LEAVE: 10 hours per month ANNUAL LEAVE: 16 hour per academic year

COLLEGE-WIDE _____ CAMPUS: X RANGELY _____ CRAIG _____

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. Please visit the CNCC website at www.cncc.edu for application submission details.

Review of applications will begin immediately.

GENERAL SUMMARY:

This position will be responsible for teaching a full-time load in the Dental Hygiene Program in didactic and clinical settings. Responsible for teaching, guiding, monitoring and evaluating student learning in the classroom, laboratory and clinical setting. This position will also be in-charge of scheduling and coordination of second-year students' clinic courses.

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. Coordinate all clinical activities and schedules for sophomore clinic courses.
4. Meet all scheduled classes and be fully prepared for each class/clinic session.
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) 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, recruiting activities and events.

MINIMUM/REQUIRED 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.

Licensure/Certification:

- Dental Hygiene License with Anesthesia – State of Colorado
- Eligible to receive a Colorado Post-Secondary CTE Credential
- Current Healthcare Provider CPR & AED Certification

Equipment Skills:

- Dental Office and Operatory Equipment
- Computer and dental related software

Other Qualifications:

- Knowledge and ability to teach both didactic and clinical skills
- High degree of comfort with technology
- Excellent oral and written communication skills
- Ability to work with confidential matters
- Good interpersonal skills and 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

Prior Related Experience:

- Three years teaching experience at the post-secondary level

Licensure/Certification:

- Certification in Local Anesthesia and Nitrous Oxide/Oxygen Sedation or ability to obtain certification.

Equipment Skills:

- BANNER and D2L Software

APPLICATION INSTRUCTIONS:

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

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: _____