

POSITION: Dental Assistant Program Instructor

Department: Dental Assisting
FLSA Status: EXEMPT
Positions Supervised: None

Job Status: Full-time
Reports To: DA Program Director

POSITION SUMMARY:

Provide current and pertinent instruction in a Dental Assistant program that will lead to the development and/or enhancement of career and professional skills in students. Ability to teach all subjects of the approved curriculum. Maintain student records and prepare reports, as necessary.

JOB FUNCTIONS:

- Teach the approved curriculum as presented by CBD College.
- Teach according to and by the lesson plans that follow the approved curriculum and subject matters without deviating.
- Teach according to the module start and end schedule and the time allotted for each subject set forth by CBD College.
- Stay on schedule. Observe the time schedules set forth for lecture and lab for each subject.
- Distribute a copy of each course syllabus to students on the first day of class and explain.
- Plan field trips where necessary and as required by the syllabus.
- Utilize pertinent materials to enhance learning of subject matter.
- Maintain necessary Continuing Education Units in order to stay abreast of the industry needs, and provide up-to-date information to students.
- Notify administration of the need to upgrade curricular content.
- Participate in curricular content revision activities.
- Find and utilize guest speakers as necessary.
- Provide students with a full understanding of the course material as listed on course syllabus.
- Evaluate student progress and performance in a detailed and organized manner and as per the policy and procedures set forth by CBD College.
- Grade tests in a timely fashion and submit to Records Officer for timely posting.
- Grade as per the grading policy. Record grades in the College's LMS.
- Place students on academic and/or conduct probation as necessary and according to policy.
- Present a module advising progress report to students. Review with and have students sign the module advising progress report and return to Records Officer. Student may have copy if he or she so wishes.
- Take and report accurate daily attendance to Records Officer.
- Create a positive classroom environment where all students are treated fairly, are respected for their contributions, and are held accountable for results.
- Provide additional tutoring and assistance to students in need of extra help.
- Follow lesson plan and manage classroom time to maintain daily schedule.
- Comply with administrative, accreditation and regulatory requirements for student records, and materials requisitions.
- Initiate basic counseling to students who may have attendance and/or academic issues. Channel students who do not respond to initial counseling to the appropriate members of administration.
- Model professional behavior, commitment, and attitudes for students.

- Attend required faculty and staff meetings to report important issues related to students and activities surrounding the teaching and learning environment.
- Completes professional development, trainings and in-service activities in accordance with college standards.
- Ensure classroom supplies are adequate.
- Participate in professional growth activities, remain current in instructional field, attend in-service seminars, review curriculum, and work with other instructors on academic projects if and when necessary.
- Support campus activities.
- Ensure the effectiveness of the program vis-à-vis the industry requirements.

MINIMUM ENTRY REQUIREMENTS:

- Graduation from an accredited program recognized by the US Secretary of Education or the Council for Higher Education Accreditation (CHEA) in the specialty field or subject area of instruction; Graduation from an otherwise recognized training entity (e.g. hospital-based program) in the specialty field or subject area of instruction; or Graduation from an institution located outside of the United States and its territories in the specialty field or subject area of instruction (the later credential must be formally evaluated by an appropriate agency)
- A minimum of three (3) years of dental assisting experience with at least two (2) years as a California Registered Dental Assistant (RDA)
- Possession of a valid, active license (Registered Dental Assistant or a licensed dentist) and proficiency in four-handed and/or six-handed dentistry principles (Licensed dentists are not required to hold the RDA credential.)
- Experience in educational methods, testing, and evaluation
- Aware of California state requirements governing dental assisting programs

Analysis of Physical Demands

Key (Based on typical week):

N=Never

R=Rarely (Less than 1 hour per week)

O=Occasional (1%-33% of time)

F=Frequent (34%-66% of time) C=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
Lifting/Carrying						Twisting/Turning					
Under 10 lbs					X	Reach over shoulder					X
11-20 lbs				X		Reach over head					X
21-50 lbs			X			Reach outward					X
51-100 lbs	X					Climb	X				
Over 100 lbs	X					Crawl	X				
						Kneel		X			
Pushing/Pulling						Squat		X			
Under 10 lbs					X	Sit					X
11-20 lbs				X		Walk-Normal Surfaces					X
21-50 lbs		X				Walk-Uneven Surfaces			X		
51-100 lbs	X					Walk-Slippery Surfaces		X			
Over 100 lbs	X					Stand					X
						Bend				X	
Other											
Keyboard/Ten Key				X							
Fingering (fine dexterity)				X							
Handling (grasping, holding)				X							
Repetitive Motion - Hands				X							
Repetitive Motion - Feet				X							

Other Physical Requirements

WORK ENVIRONMENT

Office environment.

Employee: _____
Signature Printed Name