

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF THE DENTAL HYGIENE PROGRAM

PROGRAM BASIC FUNCTION:

Under the administrative direction of the Dean, plan, coordinate, and direct the activities and operations of the Dental Hygiene program; supervise academic and classified staff.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned activities and operations; recommend and administer policies, procedures, and programs; participate in long-range planning activities. ***E***
2. Plan, coordinate, and supervise the operations of the Dental Hygiene program; schedule and staff all dental hygiene classes and clinics; arrange for supervision of all clinics by a licensed dentist. ***E***
3. Plan, coordinate, and supervise the operations of the Dental Hygiene Post-Graduate Studies Program. Maintain compliance with the Dental Hygiene Committee of California requirements. ***E***
4. Lead faculty in curriculum planning/ annual review and assessment. ***E***
5. Develop and maintain relationships and articulation agreements with appropriate four-year degree programs. ***E***
6. Supervise, collaborate, and participate with the Dean and program faculty and staff to develop student selection process; select students. ***E***
7. Plan, direct, and coordinate the work of assigned staff; review and evaluate work products, methods, and procedures. ***E***
8. Participate in the selection, training, supervision, and evaluation of assigned faculty and staff; supervise assigned personnel in accordance with District policy; provide or coordinate training for staff; participate in the evaluation of classified and certificated staff and faculty. ***E***
9. Oversee and participate in the development and administration of the Dental Hygiene program's annual budget(s); participate in the forecast of funds/expenditures; monitor and approve expenditures; implement adjustments. ***E***
10. Supervise and monitor the ordering and maintenance of all clinical and laboratory supplies and equipment; oversee the maintenance of clinical equipment. ***E***
11. Prepare periodic accreditation reports and required annual surveys for the Commission on

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Dental Accreditation. Submit requested information and reports to the Dental Hygiene Committee of California. *E*

12. Facilitate regular meetings of the Dental Advisory Committee; maintain membership that is active and representative of the community. *E*
13. Represent the College and the Dental Hygiene program to other departments and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations. *E*
14. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Operations, services, and activities of a Dental Hygiene program.
Laws, rules, regulations, policies and procedures relating to Dental Hygiene program operations
District policies, procedures, and current educational programs.
Methods and techniques of leadership and management.
Principles and practices of curriculum and course development.
Principles and practices of program development and administration.
Principles and practices of budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Methods and techniques of research, analysis, and decision making.
Principles and procedures of statistical record keeping and report preparation.
Modern office procedures, methods, and equipment including computers and applicable software.
English language usage, spelling, grammar, and punctuation.
Interpersonal skills using tact, patience, and courtesy.

Ability to:

Manage, direct, and provide effective leadership for assigned programs and services.
Oversee and participate in the development and implementation of policies, procedures, goals and objectives.
Develop, coordinate, and manage effective programs and services.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Plan, organize, direct, and coordinate the work of assigned faculty and classified staff.
Select, supervise, train, and evaluate staff.
Research, analyze, and evaluate new service delivery methods and techniques.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Prepare and present comprehensive, effective oral and written reports. Prepare and administer an operational budget.
Interpret, apply, and explain laws, regulations, policies, and procedures related to assigned functions.
Conduct meetings and serve on committees.
Plan and organize work to meet schedules and time lines.
Work successfully with District faculty, administrators, and staff as well as community representatives.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

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Communicate effectively, both orally and in writing, demonstrating advanced writing skills.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Possess a master's or higher degree from a college or university accredited by an agency recognized by the U.S. Department of Education or Council for Higher Education Accreditation. A minimum of one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment. Documentation of two (2) years' experience teaching in pre- or post-licensure registered dental hygiene or dental programs. Documentation of a minimum of 2,000 hours in direct patient care as a registered dental hygienist, or working with a registered dental hygienist.

LICENSES AND OTHER REQUIREMENTS:

Possess an active, current dental or dental hygiene license issued by the Dental Hygiene Committee of California or the Dental Board of California (DBC), with no disciplinary actions.

WORKING CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting and dental center environment with frequent interruptions and distractions; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and dental environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Revised: October 19, 2000
Johnson & Associates

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Johnson & Associates

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Human Resources