JOB DESCRIPTION

INSTRUCTOR
DENTAL HYGIENE Program

POSITION TITLE: Instructor Dental Hygiene Program

I. SUMMARY STATEMENT:
This full-time, tenure track faculty position is responsible for teaching the College’s Dental Hygiene curricula. The instructor will also procure material and instructional resources, work with adjunct faculty, and are responsible for the ongoing development, evaluation, and revision of the Dental program curricula.

II. ORGANIZATIONAL RELATIONSHIPS:

The Instructor Dental Hygiene Program

A. reports directly to and is responsible to the Instructor, Program Coordinator/Administrator Dental Programs and the Director of Health Sciences

B. collaborates most closely with the Dental Hygiene Clinical Specialist, Dental Hygiene adjunct faculty, Health Sciences administrative associate, Workplace Learning Advisor/Externships/Clinicals Academic Advisement, and the Dental Community.

III. ESSENTIAL DUTIES:

A. List major duties of the position ranging from the most to least important.

1. This faculty member is expected to prepare for and teach 15 credits per semester. During the summer the faculty member is expected to teach 6 credits.

   Assessment: A faculty member is expected to assess learning outcomes at the course, discipline, program and college levels.

   Student Advisement: A faculty member should be available to advise students on courses, programs, and career objectives with support.

   Student Advocacy: A faculty member should be committed to student learning and success and available to help students as needed to maximize student success and retention.

   Curriculum Development: A faculty member must be current in the field of their instruction and transfer that knowledge to students in course content and teaching delivery, as well as curriculum updates.
Recruitment and Marketing: A faculty member is a College ambassador with special obligations to promote their discipline or program to students and the local community.

Shared Governance: A faculty member participates in all levels of shared College governance, including departmental, divisional, and institution-wide activities.

Professional Development: A faculty member maintains an approved professional development plan that supports the College’s strategic goals and improves instructional quality.

College Service: A faculty member is expected to serve the College in activities addressing departmental responsibilities, and/or community outreach, and/or student and campus-life activities.

Community Service: A faculty member serves the College in voluntary community service activity that positively reflects the College’s image and is not in conflict with the College’s strategic goals or faculty responsibilities.

B. List major duties of the position ranging from the most to least important.

1. This faculty member is responsible for contributing to continual revision of the Dental Programs; assisting with maintenance of all equipment; working with the Dental Program coordinator reviewing and preparing documentation to ensure program compliance with regulatory and accreditation bodies;

2. This faculty member is expected to deliver student-centered courses, including distance learning sections; develop and evaluate instructional materials, participate in student outcome assessment projects; advise students in and outside the classroom; and work with other dental faculty to provide a quality clinical experience for students, complying with the state dental hygiene practice act.

3. This faculty member is expected to participate in other college-related activities and must be willing to be involved in community related-activities (e.g., attending the dental advisory board meeting, participating in dental community activities, and attending health career fairs.)

IV. JOB KNOWLEDGE:

A. Education and Experience – Graduate of an accredited dental or dental hygiene school through the Commission on Dental Accreditation (CODA). The faculty member must be licensed or eligible for licensure from the Maryland State Board of Dental Examiners. Master’s degree required from an accredited college or university with teaching experience at a community college preferred, a background in education theory and methodology, and current concept knowledge relative to subjects teaching required. Three years clinical experience as a licensed dental hygienist required.
B. **Skills and Abilities** - Strong organizational and writing skill; attention to detail, excellent advising/counseling skills. Working knowledge of State of Maryland dental hygiene practice, infection control, sterilization techniques, effective laboratory skills, with teaching experience preferred. CPR/BLS current certification required.

V. **WORKING ENVIRONMENT: Classroom/Lab/Clinical environment**

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**Employee’s Signature**

**Date**

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**Supervisor’s Signature**

**Date**

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**President/Dean’s Signature**

**Date**

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**DISCLAIMER**

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and the content is subject to be changed, modified, or deleted at the discretion of the College with the approval of the area Dean and the President, or the employee may be requested to perform job responsibilities not listed in this job description. In compliance with the Americans with Disability Act (ADA) of 1990, the College will make reasonable accommodations with those individuals with a disability as defined by the ADA. Hagerstown Community College is an Affirmative Action/Equal Opportunity Employer and does not discriminate against individuals for reason of race, color, religion, gender, age, marital status, sexual orientation, national or ethnic origin, veteran status, Vietnam Veteran status or conditions of disability.

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8/19/14