

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, Dental Hygiene	Range: 26 (AC)	Management Schedule
Date Revised:	April 14, 2021	Date Approved:	March 23, 2021

PRIMARY PURPOSE

Reports to the Dean, Health Science, the Director, Dental Hygiene is responsible for the administration of the Dental Hygiene Program. Administrative responsibilities include student advocacy, oversight of student selection process, orientation, evaluation and discipline, adjunct faculty hiring, training and evaluation, and representation of the Dental Hygiene Program at the division, campus, District, community, and statewide levels. This position is responsible for meeting the requirements of the Dental Hygiene Program, in accordance with state and federal codes and regulations, District policies and procedures, Commission on Dental Accreditation (CODA), and Dental Hygiene Board of California (DHBC). Supervise the maintenance and custody of Dental Hygiene Program student records. Supervise and evaluate the performance of assigned personnel.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Plan, coordinate, evaluate and supervise the operations of the Dental Hygiene Program in pursuant of fulfilling its educational goals and objectives; maintain open communication and transparency with the dental hygiene faculty and students. Manage the operations of the dental hygiene clinic and patient issues or complaints.
2.	Facilitate regular departmental meetings, bi-annual calibration and advisory meetings.
3.	Meet regularly with the dental hygiene faculty to plan, develop, implement, evaluate and revise curriculum. Write and present the program review.
4.	Define, review and formulate program competencies and outcomes including annual review and assessments.
5.	Support the faculty in the assessment and selection of textbooks, learning resources, and equipment for the Dental Hygiene Program; supervise and monitor the ordering and maintenance of all clinical and laboratory supplies and equipment and manage the documentation of compliance with applicable local, state, and federal regulations. Manage the inventory, hazardous waste, radiation safety equipment, and infection control. Update and manage faculty and staff records.
6.	Conduct exit interviews with students and graduates and prepare data according to accreditation guidelines. Prepare required documentation for student/graduate licensure or certification.
7.	Determine program placement, in consultation with the Dental Hygiene Counselor, of candidates seeking transfer from other Dental Hygiene Programs.
8.	Coordinate, evaluate and participate in admissions criteria, procedures and selection in collaboration with program faculty and counselor(s). Oversee student promotion and program retention criteria. Participate and represent the department in campus in-reach and outreach activities. Promote student recruitment to foster diversity, equity and inclusion and reduce equity gaps.
9.	Coordinate the substitute assignments of clinic and laboratory faculty and staff as needed.

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10.	Participate in the selection, training, and orientation, of adjunct faculty and staff, in accordance with District policy; direct the evaluation of classified staff; participate in the adjunct faculty and staff evaluation process to ensure objective measurement of the performance of each faculty member.
11.	Manage the annual preliminary budget for the Dental Hygiene Program; monitor, forecast, and control budget expenditures, including application of grants to assure expenditures and operations remain within established budget.
12.	Conduct new student orientation and revise materials as needed. Monitor student program required medial records; annually update and collaborate with faculty on the review and revision of the Dental Hygiene Department Policies for Dental Hygiene Student and Grading Procedures and Information of Clinical Evaluations; Develop materials as required by accrediting bodies; serve in advisory capacity for planning the pinning/graduation ceremony for students completing the Dental Hygiene Program.
13.	Maintain working relationships with other divisions and programs on campus to maintain core and prerequisite courses for students of the Dental Hygiene Program; coordinate assigned activities with those of other departments, outside agencies and organizations.
14.	Act as liaison for the Dental Hygiene Program with the college community, advisory committees, educational partners, dental hygiene professional organizations, and Orange County communities, including the facilitation of regular meetings of the Dental Advisory Committee; maintain memberships that are active and representative of the community.
15.	Prepare annual reports and complete surveys for the California Community College Chancellors Office, Commission on Dental Accreditation (CODA), and Dental Hygiene Board of California (DHBC); prepare periodic accreditation reports and required annual surveys for the Commission on Dental Accreditation; submit requested information and reports to the Dental Hygiene Board of California; maintain compliance with the Dental Hygiene Board of California requirements.
16.	Analyze, interpret, and monitor student success rates and preparedness for licensure; collaborate with faculty to strategize changes as needed; prepare and maintain reports, records, and files regarding the instructional program, student progress, personnel, and department activities.
17.	Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned activities and operations, including long-range planning activities; communicate changing expectations, trends, and needs of dental hygiene educational preparation to division and college leaders and administration.
18.	Attend management team activities; participate in campus and District committees as needed; support campus strategic plans and campus activities throughout the academic year.
19.	Maintain current knowledge of instructional methods and new technologies pertinent to assigned programs; learn and apply emerging technologies and advances, (e.g., computer software applications), as necessary to perform duties in an efficient, organized, and timely manner.
20.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
21.	Provide leadership in District/college efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.

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22.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity-minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
23.	Perform related duties as assigned.

OTHER FUNCTIONS

None

WORKING RELATIONSHIPS

The Director, Dental Hygiene maintains frequent contact with college and District administrators, students, faculty and staff, and outside agencies.

EDUCATION AND EXPERIENCE

Minimum Qualifications

The program administrator must be a dental hygienist or a dentist who is a graduate of a program accredited by the Commission on Dental Accreditation and possesses a masters or higher degree from a college or university accredited by an agency recognized by the U.S. Department of Education or Councils for Higher Education.

A background in education and the professional experience necessary to understand and fulfill the program goals.

Minimum of one (1) year of formal training, internship, or leadership experience reasonably related to the assignment.

Minimum of two (2) years of experience teaching in a pre- or post-licensure registered dental hygiene or dental program.

Minimum of 2,000 hours in direct patient care as a registered dental hygienist or working with a registered dental hygienist.

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

Possession of a current Healthcare Provider (BLS) Adult, Child and Infant CPR/AED Certificate.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Experience in shared governance in an educational setting.

High level of critical thinking, problem solving and analytical skills.

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High professional standards and strong interpersonal skills.

Effective oral and written communication skills; bilingual.

Experience successfully working in collaboration with full-time and adjunct faculty in coordinating and maintaining currency of curriculum that responds to the needs of historically underrepresented students to effectively engage and support disproportionately impacted student populations, with the goal of closing equity gaps.

Experience collaborating with faculty, staff, stakeholders, and/or community leaders in a dental clinic environment with programs and initiatives that are specifically designed to provide dental hygiene education and services to the community including underserved populations.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

Experience with Commission on Dental Accreditation (CODA) and/or Dental Hygiene Board of California (DHBC) accreditation processes.

Leadership experience in a dental clinic environment, training, coursework or certification in leadership or management.

Work experience in the dental field within the last five (5) years.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of operations, services, and activities of a Dental Hygiene Program

Knowledge of laws, rules, regulations, policies and procedures relating to Dental Hygiene Program operations

Knowledge of district policies, procedures, and current educational programs

Knowledge of methods and techniques of leadership and management

Knowledge of principles and practices of curriculum and course development

Knowledge of principles and practices of program development and administration

Knowledge of principles and practices of budget preparation and administration

Knowledge of principles of supervision, training and performance evaluation

Knowledge of methods and techniques of research, analysis, and decision making

Knowledge of principles and procedures of statistical record-keeping and report preparation

Knowledge of modern office procedures, methods, and equipment including computers and applicable dental software

Knowledge of English language usage, spelling, grammar and punctuation

Knowledge of interpersonal skills using tact, patience, and courtesy

Knowledge of a shared governance model

Ability to manage, direct and provide effective leadership for assigned programs and services

Ability to oversee and participate in the development and implementation of policies, procedures, goals and objectives

Ability to develop, coordinate, and manage effective programs and services; analyze and assess programs, policies, and operational needs and make appropriate adjustments

Ability to plan, organize, direct, and coordinate the work of assigned faculty and classified staff

Ability to select, supervise, train, and evaluate staff

Ability to research, analyze, and evaluate new service delivery methods and techniques

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Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals

Ability to prepare and present comprehensive, effective oral and written reports

Ability to prepare and administer an operational budget

Ability to interpret, apply, and explain laws, regulations, policies, and procedures related to assigned functions

Ability to conduct meetings and serve on committees

Ability to plan and organize work to meet schedules and timelines

Ability to work successfully with District faculty, administrators and staff as well as community representatives

Ability to work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation and cultural populations of community college students

Ability to communicate effectively, both orally and in writing, demonstrating advanced writing skills

Ability to establish and maintain effective working relationships with those contracted in the course of work

SPECIAL REQUIREMENTS

A valid California Driver's License

WORKING CONDITIONS

Dental clinic environment which includes classrooms and laboratories of the Dental Hygiene Program; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); stand and circulate for extended periods of time; repetitive use of upper extremities including hand coordination activities. Require fine finger manipulation and motor skills. Ability to lift and carry 25 pounds unassisted. Ability to push pull 50 pounds unassisted. Possible exposure to dental materials, bloodborne pathogens, chemicals, and/or aerosols. Work in a busy environment with frequent interruptions and the need to determine the resolution of shifting priorities.
