

Coordinator of the Dental Hygiene Program
Hillyard Technical Center/North Central Missouri College

WORKSITE: Hillyard Technical Center

RESPONSIBILITIES: Under the administrative direction of the director of Hillyard Technical Center, plan, coordinate, and direct the activities and operations of the Dental Hygiene program, follow and provide documentation of standards outlined by the Commission on Dental Hygiene Accreditation (CODA); supervise academic and classified staff.

ESSENTIAL DUTIES: 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; 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; plan, coordinate, and supervise the operations of the Dental Hygiene Post-Graduate Studies Program. Maintain compliance with the Commission on Dental Hygiene Accreditation (CODA) standards; lead faculty in curriculum planning/ annual review and assessment; develop and maintain relationships and articulation agreements with appropriate four-year degree programs; supervise, collaborate, and participate with the Health Sciences Coordinator at North central Missouri College and program faculty and staff to develop student selection process; select students; 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; 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; supervise and monitor the ordering and maintenance of all clinical and laboratory supplies and equipment; oversee the maintenance of clinical equipment; prepare periodic accreditation reports and required annual surveys for the Commission on Dental Accreditation. Submit requested information and reports to the Dental Hygiene Committee of Missouri; facilitate regular meetings of the Dental Advisory Committee; maintain membership that is active and representative of the community; 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; perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES: MUST HAVE 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; principals and practices of curriculum and course development; principals and practices of program development and administration; principals and practices of budget preparation and administration; principals of supervision, training and performance evaluation; methods and techniques of research, analysis, and decision making; principals 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.

MUST HAVE 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 operations 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; communicate effectively, both orally and in writing, demonstrating advanced writing skills; establish and maintain effective working relationships with those contracted in the course of work.

EDUCATION AND EXPERIENCE:

The program administrator must be a dental hygienist who is a graduate of a program accredited by the Commission on Dental Accreditation and possesses a masters or higher degree or is currently enrolled in a masters or higher degree program or a dentist who has background in education and the professional experience necessary to understand and fulfill the program goals.

The program administrator's background should include administrative experience, instructional experience, and professional experience in clinical practice either as a dental hygienist or working with a dental hygienist.

LICENSES AND OTHER REQUIREMENTS:

Possess an active, current dental or dental hygiene license of Missouri, with no disciplinary actions.

SALARY & BENEFITS:

STARTING DATE: As soon as the successful candidate is identified and following the subsequent governing board approval.

APPLICATION DEADLINE: All application materials must be received with the application of employment at Hillyard Technical Center. The Position is open until filled. Applications received by the first screening deadline of 4 p.m. on Friday, June 23, 2017 are guaranteed to be reviewed by the selection committee. Any application received after the deadline is not guaranteed a review.

APPLICATION PROCEDURES:

Submit the following application materials to Hillyard Technical Center C/O Dr. Dennis Merritt at: 3434 Faraon St, St Joseph, MO

- (1) Letter of application (cover letter)
- (2) Resume
- (3) Copies of required licenses
- (4) A letter from the Dental Hygiene Program or College Official verifying teaching experience. If applicable
- (5) A letter from the dentist(s) verifying the delivery of patient care as a registered dental hygienist.
- (8) Unofficial copies of college undergraduate and graduate transcripts with date degrees conferred

All materials included in your application packet become District property, will not be returned, will not be copied, and will be considered for this opening only.

We reserve the right to re-open, re-advertise, delay or cancel filling this position.