



Position Title: DIRECTOR – DENTAL HYGIENE

---

Location	Beeville
Hours	40 hours/week
Job Classification	Exempt
Salary Range	\$65,000 - \$75,000 based on KSA
Security Sensitive	Yes
Division	Workforce
Department	Dental Hygiene
Reports To	Dean of Workforce Training

## **II. Education Requirements**

Must be a dental hygienist who possesses a master's degree or higher, or is currently enrolled in a master's or higher degree program

**OR**

Be a dentist who has a background in education and the professional experience necessary to understand and fulfill the program goals.

## **III. Qualifications:**

Experience should include administrative, instruction, and professional – in a clinical practice as either a dental hygienist or working with a dental hygienist. Must have a thorough knowledge of specific program requirements, accreditation, and approval standards; demonstrated ability to teach from a standardized curriculum; clear and effective written and verbal communication skills; experience writing program self-evaluations, reports and responding to agency findings; experience in programmatic accreditation and regulatory compliance; and effective computer skills. Must be flexible to meet schedules that include evening and possible weekend hours.

## **IV. Essential Functions:**

The Director is responsible for overseeing the implementation, operation, supervision,



Position Title: DIRECTOR – DENTAL HYGIENE

evaluation, and revision of the program, ensuring that program goals are met to ensure student success.

## **V. Job Responsibilities:**

Show positive outcomes for stated program, course objectives and learning outcomes.

Chair the Dental Hygiene Admissions Committee.

Conduct curriculum development, evaluation, and revision.

Supervise, evaluate, and recruit qualified and competent faculty.

Designate faculty assignments and activities in the program.

Coordinate department in-service and faculty development.

Prepare department budget, monitor special accounts, and fiscal administration.

Teach two (2) courses each Fall and Spring.

Evaluate admission criteria and procedures for continuous improvement.

Supervise the maintenance of equipment inventory and supplies.

Facilitate program faculty meetings, advisory committee meetings, and curriculum review meetings.

Maintain copies of current program curriculum, faculty license renewals and credentials and ensure that licensure/credentials are up to date in Human Resources.

Assist with accreditation reports, reviews and reaffirmation as required by the program.

Maintain records, reports, examinations, data, and other program specific items as required by the college, accreditation, or governmental agencies.

Participates as assigned in related admissions and employment services activities.



Position Title: DIRECTOR – DENTAL HYGIENE

Oversee department course schedule.

Administer department grant(s).

**VI. Other Responsibilities:**

Will participate in Quality Enhancement Plan (QEP)

Will participate in College responsibilities such as Institutional Effectiveness Committee, Task Force, etc.

**VII. Travel Requirements:**

Travel required to attend meetings and events as required by College administration.

**VIII. Environment:**

Work is generally performed in an office, classroom, and dental hygiene clinic. May require some outdoor work for CBC events.

I have been presented with the job description for the position of:

***Director – Dental Hygiene***

The requirements for this position have been discussed with me and I agree that I am able to perform the functions of this job.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_