



Job Classification Description

PROGRAM DIRECTOR OF DENTAL HYGIENE NON-BARGAINING UNIT

**GRADE 16
EXEMPT**

BASIC FUNCTION

To oversee and coordinate the academic and field experience program for the Dental Hygiene Program to meet the accreditation criteria for the Program and to prepare participating students to be practitioners and to pass national licensing examinations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Provide leadership to carry out the academic and clinical instruction and to assure the educational curriculum to be consistent with current dental hygiene practices, trends, and accreditation standards.
- Provide for ongoing evaluation of the program.
- Provide guidance to faculty.
- Provide supervisory leadership and support to program staff; evaluate program staff.
- Advise students.
- Recruit and recommend new faculty in consultation with program faculty and the Dean of Allied Health. Recommendations on hiring new faculty go to the Dean of Academic Affairs.
- Participate in the evaluation of faculty as requested by the Dean of Academic Affairs in keeping with the terms of the faculty collective bargaining Agreement.
- Make recommendations in consultation with Dean of Allied Health and the Dean of Academic Affairs for faculty re-appointments, promotions and tenure.
- Plans for orientation of new faculty.
- Prepare a variety of administrative and management reports relating to program activities, data, financial and other informational areas.
- Develop, prepare and administer the dental hygiene program operating budget and grants; including implementing controls for the management and disbursement of program funds; prepare and maintain financial reports as needed.

- Stay abreast of current developments and trends in the field of dental hygiene through professional development opportunities; serve on related committees and/or boards and participate in state, regional and national affiliations in the best interest of the program.
- Oversee local recruitment activities, establish written criteria for the admission committee, and consult with the Admissions office re: prospective candidates for admission, serve as a member of the admission committee, assist with pre-entrance testing and site-based orientations, enrollments and insure that student-related operations are consistent with program and College policies.
- Plan for course scheduling, placement of students in clinical settings, and assignment of courses.
- Participate in and/or present courses of instruction
- Confer regularly with the Dean of Allied Health and VTC & VSC administration to plan and evaluate program goals, exchange information and resolve problems.
- Establish and maintain contacts with professional organizations, cooperating agencies, community groups, state and national advisory boards and accreditation organizations.
- Perform other related duties relative to the Dental Hygiene Program purpose.

SUPERVISION RECEIVED

Direction is received from the Dean of Allied Health.

SUPERVISION EXERCISED

Administrative leadership for faculty instructors and functional supervision of staff members.

MINIMUM QUALIFICATIONS

Masters of Science degree in relevant discipline; doctoral degree preferred. Registered Dental Hygiene Certification. Plus five to seven years experience in curriculum development and teaching at a collegiate or university level or a combination of education and experience from which comparable knowledge and skills are acquired.

- Evidence of leadership and depth and /or breadth in scholarly activity
- Leadership in university/college affairs
- Current license without sanctions or restrictions