



# GADSDEN STATE COMMUNITY COLLEGE

## Position Announcement- Search Reopened

Posting Date: August 13, 2019

Closing Date: Open Until Filled

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## POSITION: DENTAL HYGIENE PROGRAM DIRECTOR/INSTRUCTOR

### QUALIFICATIONS:

- ◆ Master's degree from a regionally accredited institution or current enrollment in a Master's degree or higher degree program **required**.
- ◆ Graduate of accredited CODA dental hygiene or dentistry program **required**.
- ◆ Unencumbered Alabama Dental Hygienist license or Dentist license **required**.
- ◆ Minimum of three (3) years of full-time experience as a dental hygienist or dentist **required**.

### DESIRED PROFILE:

- ◆ Two (2) years of administrative/supervisory experience.
- ◆ Two (2) years of instructional experience.
- ◆ Competency in the use of current educational technologies.
- ◆ Experience with internet courses.
- ◆ Excellent oral, written, and interpersonal skills.
- ◆ Commitment to the community college mission.
- ◆ Experience with diverse populations.
- ◆ Successful problem solving skills.
- ◆ Ability to work independently.
- ◆ Ability to deal effectively with students, other employees, and the public.

### DUTIES:

- ◆ Assist or be responsible for development and ongoing implementation, evaluation, and revision of the Programmatic Assessment Plan.
- ◆ Assist or be responsible for construction, administration, assessment, and revision of student learning activities and evaluation in the classroom, laboratory, and clinical settings.
- ◆ Assume responsibility for budget management of the program and adherence to fiscal policies and procedures.
- ◆ Coordinate activities with affiliated clinical agencies, including student rotations, affiliation agreements evaluation, and maintaining effective interpersonal relationships with agency personnel.
- ◆ Assume responsibility for faculty (full-time, part-time, and adjunct), including recruitment, recommendation, assignments, contracts, teaching aids, supervision, evaluation, and provision for orientation and professional development.
- ◆ Prepare semester class schedules, coordinating with general education faculty, and plan, approve and coordinate equitable faculty schedules and submit to the Dean of Health Sciences for approval.
- ◆ Recommend yearly budgetary expenditures, ensuring adequate program resources.
- ◆ Prepare reports each semester, annually, and as needed to adhere to institutional and accrediting agency requirements.
- ◆ Participate in local, regional, state, and national activities necessary to maintain awareness of current issues affecting the education of students and their practice.
- ◆ Plan and participate in program faculty meetings and coordinate program activities with college administration and other academic support areas.
- ◆ Carry out teaching responsibilities and other activities expected of health sciences faculty.
- ◆ Collection and analysis of data required by accrediting body with evidence of ongoing program improvements.
- ◆ Responsible for the development of the self-study report for the accrediting body.
- ◆ Assume responsibility for student advisement, record, selection, registration, progression and graduation requirements, programs, printed material, and other related activities.
- ◆ Design, maintain, and update program website annually.
- ◆ Serve as an active member of department, area, and college, and serve on committees as assigned.

- ◆ Submit yearly documentation of continuing education activities sufficient to ensure current knowledge in the area of expertise and to meet state and/or national licensure/certification requirements.
- ◆ Oversee SACSCOC compliance and specialty accreditation compliance for all programs/services in assigned division/department.
- ◆ Complete all Unit Strategic Plan and Student Learning Outcome processes and evaluate division outcomes.
- ◆ Maintain inventory and equipment assigned to the division.
- ◆ Assign classrooms, labs, or other areas used by staff and faculty.
- ◆ Ensure that all learning environments (e.g., classroom, shop, and/or lab facilities) are maintained in a safe and orderly manner.
- ◆ Recruit students and develop strategies to assist them to persist to graduation.
- ◆ Comply with all policies of the Alabama Community College System and the College.
- ◆ Perform other duties as assigned.

*Note: The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.*

### **PROJECTED STARTING DATE:**

September 2019

### **SALARY:**

Salary Schedule "D" - \$40,590 – \$79,368 (9 months), based on education and experience.  
*Additional summer employment may be available.*

### **APPLICATION DEADLINE:**

Open Until Filled

### **APPLICATION PROCEDURE:**

**ONLY COMPLETE APPLICATION PACKAGES WILL BE GIVEN CONSIDERATION FOR EMPLOYMENT.** Complete package consists of (a) Gadsden State Community College application, (b) letter of interest, (c) current resume, (d) copies of transcripts of postsecondary education; and (e) copies of current license/certifications.

*Application materials must provide documentation that the applicant meets all minimum qualifications.*

Send to:

**DIRECTOR OF HUMAN RESOURCES  
 GADSDEN STATE COMMUNITY COLLEGE  
 P. O. Box 227  
 GADSDEN, AL 35902-0227  
 (256) 549-8236**

Applicant must adhere to the College's prescribed interview schedule and must travel at their own expense.  
 Application materials are considered privileged and confidential and will be used for employment purposes only.

**Gadsden State Community College is an equal opportunity employer.**

It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Gadsden State will make reasonable accommodations for qualified disabled applicants or employees.  
 More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

The College reserves the right to withdraw this job announcement at any time prior to the awarding.

Any offer of employment is contingent upon a satisfactory criminal background investigation.

This employer participates in E-Verify.