



## **Part-time Evening Adult Education Dental Assisting Instructor**

Portage Lakes Career Center is seeking someone from the dental assistant industry looking to make a difference in their field by teaching and mentoring new dental assistants.

This is a part-time evening position from 5pm to 9pm, Monday through Thursday, running from August 19, 2024, through June 10, 2025, with holiday breaks and five weeks of student externships.

This part-time role offers no benefits.

Pay is \$37.50 per hour and there is paid planning time as well.

Our brand-new facility is state of the art and instructors will be well equipped with everything they need to create a wonderful experience.

### Qualifications:

1. High school diploma or equivalent with at least five (5) years' experience as a Dental Assistant
2. Hold a career-technical teaching license or be eligible to obtain a one-year state license based on documented work experience
3. Valid driver's license
4. Pass BCI and FBI records check and/or other district pre-employment requirements
5. Pass a drug test.

### Responsibilities:

1. Develop and implement overall program curriculum based on approved courses of study, industry-based credentials, and prevailing occupational standards
2. Specific focus on:  
Preparation and oversight of the following exams and exam procedures including but not limited to:
  - American Medical Technologists (AMT) - Registered Dental Assistant (RDA)
  - Ohio State Dental Board - Dental Assistant Radiographer's Certificate
3. Responsible for teaching courses and concepts included but not limited to:
  - Dental Technology
  - Medical and Dental Office Technology
  - Dental Radiography
  - Oral Diagnosis and Treatment Planning
  - Infection Control
  - Office Procedures
  - Patient Education and Effective Communication

- Anatomy
- Dental Terminology

4. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings

5. Help instill in students the belief in and practice of ethical principles and democratic values

6. Develop and use a course syllabus

7. Participate in developing the instructional program including writing courses of study, selection of instructional materials, preparation of daily lessons, and evaluations of student progress

8. Develop and administer an effective safety program

9. Develop program budget requests in cooperation with the Assistant Superintendent

10. Assist with career guidance and job placement for students; promote good work habits and attitudes in employer/employee relationships

11. Participate in at least one yearly Advisory Committee meeting and continue to develop outside network of potential employers and advisors

12. Ensure the safety, security, and cleanliness of the lab, tools, equipment, and instructional materials

13. Provide leadership to the program through professional development and participation in professional organizations

14. Supervise the record-keeping and grading process for students

15. Maintain inventories of supplies and equipment as requested

16. Maintain positive relationships and collaborate with employers in the community

17. Complete reports as required

18. Participate in program development committees as needed

19. Perform other duties as requested by district administrators