# Classification Description

**Job Title:** **Dental Clinic Manager/Instructor** **Pay Grade:** **118**

**Job Code:** **3903** **FLSA Status:** **Exempt**

## Job Purpose

The Dental Clinic Manager/Instructor is a combined position responsible for professional and technical work in providing instructional support and the supervision of activities in the daily operation of the dental clinic for the School of Health Professions, Dental Hygiene Program. The Dental Clinic activities includes, but may not be limited to, central sterilization, radiology monitoring, dental equipment maintenance, dental clinic inventory and distribution of programmatic clinical surveys. The Dental Clinic Manager teaches within those courses associated with the delivery of patient care services within the prescribed program curriculum.

## General Responsibilities

### Essential Functions

Teaches in the pre-clinical, clinical, laboratory, simulation education, and/or didactic setting, as determined by the Program Director.

Contributes additional instructional support services, as assigned.

Manages laboratory maintenance which includes stocking/ordering supplies, maintenance of dental equipment, arranging for equipment repairs, and keeping the dental clinic neat and orderly. Contacts cleaning, maintenance, and technology support supervisors to ensure that the dental clinic is functioning and maintained properly.

Maintains inventories of dental clinic supplies, researches and obtains price quotes, and prepares purchase orders for dental clinic supplies as needed.

Provides clinical instruction, in terms of quality, quantity, and appropriateness of student learning experiences using various techniques, including student evaluations.

Ensures that OSHA/Biomedical Waste, and other related licensing requirements are met.

Maintains State, National and Federal regulation manuals associated with Safety Data Sheets, biological waste removal, and dental equipment monitoring of spore tests.

Updates small and large dental equipment inventory and library holding consistent with accreditation standards.

Develops and maintains records demonstrating outcome measures such as clinical experiences, student records, and employer data.

Maintains medical emergency kit to include oxygen, and emergency drug kit updated and stocked.

Participates actively in assigned program curriculum planning and development within accreditation guidelines.

Supervises the evaluation of student clinical performance in the cognitive, affective, and psychomotor domains of learning; communicates regularly with the Program Director regarding student performance and curriculum issues.

Participates in departmental, committee and other College meetings; attends local, state, and regional meetings to support the development of assigned programs.

Performs as a liaison associated with clinical/laboratory/didactic community partners for educational experiences.

Participates in the College's annual inventory of departmental assets.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

## Knowledge, Skills and Abilities

### Minimum Qualifications

Baccalaureate degree from a regionally accredited institution of higher education in the assigned discipline.

Credentialed and/or licensed in good standing with appropriate program specific qualifications.

Three (3) years of full-time professional work experience in the discipline area.

Demonstrated skills with various computer applications.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.

- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

## Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

## Work Conditions/Physical Demands/Special Conditions

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| Physical: | Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds. |
| Environmental: | Normal general office. |
| Mental: | Routinely requires the ability to interpret, analyze and perform critical thinking skills. |

Approved: May 26, 2020. Revised: January 11, 2023; July 1, 2023; July 1, 2024; and September 11, 2024.