



Human Resources Office
Phone (508)362-2131
Ext. 4306/4307
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VACANCY NOTICE

DATE: April 10, 2019

POSITION: Dental Hygiene Program Director
Department of Health Sciences
Full-time, Benefited
Non-unit Professional

SUPERVISION: Reports to the Dean, Health Sciences, Social & Behavioral Sciences, Human Services, Business and Advanced Studies

GENERAL STATEMENT OF RESPONSIBILITIES:

The Dental Hygiene Program Director has primary responsibility for the operation, supervision, evaluation and revision of the Dental Hygiene Program and Dental Hygiene Clinic.

EXAMPLES OF DUTIES:

The Dental Hygiene Program Director must have the professional experience, authority and knowledge necessary to understand and fulfill the program responsibilities, including:

1. Curriculum development, evaluation and revision, providing oversight for the Curriculum Management Plan. Curriculum revision based on outcome measures and/or changes in dental hygiene practice. Assessment at the course, program, and College levels.
2. Faculty and staff recruitment and orientation.
3. Preparation of semester schedule, including faculty and staff assignments.
4. Collaboration with program faculty to define and execute program goals; prepare and implement short-term and long-term strategic plans.
5. Faculty observation, supervision, and evaluation in clinic and classroom. Staff supervision and annual staff performance evaluations.
6. Coordination of program or department in-service and faculty professional development, including CODA-required educational methodology experiences.
7. Oversight and direction for all activities relative to the management, operation, and upgrade of the dental hygiene clinic facilities and equipment including compliance with federal, state, and professional standards.
8. Oversight for the Quality Assurance Plan (Clinic Procedure Manual, pages 21-25).
9. Preparation of the dental hygiene budget, budget oversight, and fiscal administration.
10. Collaboration with Admissions Coordinator to conduct Dental Hygiene Information Sessions.
11. Coordination, evaluation and participation in determining admission criteria and procedures. Review of applications and selection of incoming students.
12. Collaboration with other College departments such as tutoring to promote student success.

13. Completion of the ADA annual survey in preparation for the accreditation process.
14. Review and implementation of CODA Accreditation Standards for Dental Hygiene Education Programs.
15. Direction of the self-study process and coordination of the writing of the self-study document, the accreditation process and all reports.
16. Serve as the lead contact between the Dental Hygiene Program and the dental hygiene and dental communities. Serve as College liaison to the Dental Hygiene Advisory Committee.
17. Other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Graduate of a dental hygiene program accredited by the Commission on Dental Accreditation.
2. Master's degree or greater in dental hygiene or related field.
3. Current Massachusetts Dental Hygiene License.
4. Three years' administrative experience at the coordinator, director, or department chair level.
5. Five years' instructional experience in an academic or clinical setting.
6. Three years' professional experience in clinical practice as a dental hygienist.
7. Member, American Dental Hygienists' Association.

COMPENSATION: Annual salary range of \$75,000 to \$82,500 (dependent upon qualifications). Full-time, Non-unit Professional position that includes participation in a comprehensive employee benefits program.

APPLICATION

DEADLINE: May 5, 2019

APPLICATION

PROCEDURE:

Interested candidates must apply online by visiting:
<http://capecod.interviewexchange.com/candapply.jsp?JOBID=109330>.
The online application instructions include directions for uploading a cover letter (which should address the minimum qualifications of the position) and a resume. *Please note that candidates invited to interview for the position will be asked to provide three professional letters of reference and copies of transcripts.*

Please visit our website at www.capecod.edu for information on Cape Cod Community College.

This appointment is subject to the FY2019 and FY2020 budget appropriation.

Appointment subject to SORI (Sex Offender Registry Information) and publicly-accessible Massachusetts CORI (Criminal Offender Record Information) background checks.

Cape Cod Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and other applicable statutes and College policies. Cape Cod Community College prohibits sexual harassment, including sexual violence. Inquiries or complaints regarding the Americans with Disabilities Act, the Rehabilitation Act and related statutes and regulations shall be directed to the College's Affirmative Action Officer, at the number and address below. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action Officer and Title IX Coordinator, Associate Vice President, Human Resources, P. Paul Alexander, located in the Nickerson Administration Building, (508)362-2131 x4307, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.