POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College remains dedicated to promoting the educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital and Engineering Technologies accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA is a regional center for medicine, biotechnology, and cyber security. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Master's Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Eisenhower.

ABOUT THE POSITION

Job Title: Dental Assisting Instructor (Full-time)   **Job Code:** 11413

Campus Location: Augusta Campus (Summerville Site)

Salary: $54,590.00 - $61,625.55; commensurate with education and work experience.

Augusta Technical College has a remote work procedure which allows full-time non-essential staff members and full-time faculty up to eight (8) hours to be completed remotely with supervisor approval. Thirty-two (32) hours must be completed on campus per week.

JOB SUMMARY

The Technical Instructor is responsible for performing all aspects of instruction for program.

MINIMUM QUALIFICATIONS

A minimum of a diploma in Dental Assisting and a baccalaureate degree in a related field from a regionally or nationally accredited institution.

A minimum of 3 years full-time paid work experience in the application of four-handed dentistry principles.

Applicants must have a background in and current knowledge of dental assisting, the specific subjects they are assigned to teach and educational theory and methodology consistent with teaching assignment, e.g., curriculum development, educational psychology, test construction, measurement and evaluation.

Current certification by the Dental Assisting National Board (DANB) or eligible to take the certification

Basic Life Support (BLS) certification by the American Heart Association.

PREFERRED QUALIFICATIONS

Prior teaching experience in a Dental Assisting program.

COMPETENCIES
- Strong analytical skills with attention to detail and accuracy.
- Understanding of the mission and philosophy of technical education.
- Effective oral and written communication skills.
- Knowledgeable about methods of students' evaluation.
- Competent computer skills and ability to use common software programs (e.g. Microsoft Word, Excel, PowerPoint).
- The ability to implement technology into instruction.

MAJOR DUTIES

1. Teaches courses in the program based on schedule needs and content expertise.
2. Develops and updates instructor resources for each assigned course, which includes course outlines, lessons plans, information sheets, remedial and enrichment activities, a list of audiovisual materials and computer software available, and copies of evaluation instruments or a written statement as to where they are located.
3. Develops, updates and distributes a syllabus for each assigned course, which contains the name and number of the course, a course description, the assignment schedule, a list of the competencies, learning outcomes, the required textbooks, required tools and supplies, the evaluation, and grading procedures.
4. Develops, updates and distributes an assignment schedule for each assigned course.
5. Establishes an environment conducive to learning in the classroom and/or laboratory by keeping areas clean, maintaining equipment in safe order, posting safety procedures, and establishing a safety program.
6. Prepares for class by selecting appropriate learning experiences as evidenced by the following: updating instructional materials such as handouts, syllabi; ordering supplies and equipment; reproducing of materials; and using a variety of learning modalities including instructional technology to augment instruction.
7. Maintains course content, which is current, well organized, and related to course learning outcomes and to student's previous learning.
8. Demonstrates knowledge in the following areas: institutional services and policies; degree, diploma, and certificate programs offered by the College; job placement and follow-up; financial aid; library resources; and bookstore operations.
9. Selects staff development activities based on the following: student evaluations of course/instructor; performance evaluation; changes in business/industry and technical education; updates in technology; and/or professional needs.
10. Completes staff development plan requirements each year and enters activity reports into the appropriate reporting system promptly.
11. Maintains credentials, licensure, and certifications required for teaching and for the profession.
12. Engages in clinical practice activities on an ongoing basis.
13. Maintains control of class during instruction as well as handles disruptions in the classroom/lab.

A Unit of the Technical College System of Georgia

14. Demonstrates accessibility in dealing with students' needs both individually and as a group; maintains posted office hours; and communicates clearly to students.
15. Performs other duties as assigned by the Department Head and Dean of Allied Health Sciences and Nursing.

APPLICATION DEADLINE: The position will remain open until filled. All applications packets MUST be completed via the Online Job Center at JobCenter (easyhrweb.com). As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment**. Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.**

A Unit of the Technical College System of Georgia

Equal Employment Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.