**ADJ. INSTRUCTOR DENTAL ASSISTING**

**(PART TIME)**

**GRIFFIN CAMPUS**

**MINIMUM QUALIFICATIONS:**

Applicant must have a Baccalaureate degree in field or a related field from a regionally accredited private or public college or university. Applicant must be a Dental Assisting National Board “Certified Dental Assistant”, dental hygienist who is a Dental Assisting National Board “Certified Dental Assistant”, or must be a state licensed dentist with occupational experience in the application of fourhanded dentistry principles, either as a dental assistant or working with a chairside assistant. Applicant must also have 3 years in-field experience, expanded duties, and radiology certification. Applicant must have had instruction in educational methodology (such as curriculum development, educational psychology, test construction, measurement and evaluation).

**PREFERRED QUALIFICATIONS:**

Teaching experience at a postsecondary level; active participation in appropriate

professional/occupational organizations; excellent human relations skills; computer skills and experience; excellent oral and written communication skills. Proficiency in using the Dentrix Practice Management Software, VixWin Software, CliniView Panorex or Eagle Soft Software is preferred.

**JOB RESPONSIBILITIES**:

The Dental Assisting Clinical Coordinator/Instructor will be responsible for fulfilling both teaching and non-teaching activities. Must be willing to work flexible hours. Must work well in the classroom and in supervising students in laboratory and externship settings. Must be able to develop and evaluate lesson plans, direct and assess student’s progress in achieving required competencies, and handle administrative responsibilities related academic duties, including but not limited to: identifying and ordering program related equipment and supplies; updating curriculum to ensure adherence to institutional and TCSG standards as well as accrediting agency requirements; and providing advisement, recruitment, and retention services.

**SALARY:**

This is a part-time position without insurance benefits; work hours will not exceed 29 per week.  Hourly rate is commensurate with education and work experience.

**SPECIAL NOTES:**

It shall be a condition of employment to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

Applicants who need special assistance may request assistance by phoning (770)229-3454.

Only those who are scheduled for an interview will be notified of the status of the position.

Candidates must successfully complete a criminal background investigation and motor vehicle screening.

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.