



## **Position Announcement**

### **Dental Assisting Program**

**Title:** Dental Assisting Clinical Laboratory Instructor

**Qualifications:** Certified Dental Assistant (CDA)  
Registered Dental Assistant (RDA) in the State of Arkansas  
Technical Certificate in DA Technology  
Recent DA experience as a chair-side dental assistant

**Reports to:** Director/Instructor of Dental Assisting Technology  
Dean of Nursing, Allied Health, and HPER

#### **Position Description:**

Position is a part time position contracted each semester for the Fall, Spring and Summer I session. Duties include assisting the full time dental assisting instructor by providing student demonstration of dental assisting skills and techniques, supervision and evaluation of students in clinical lab and dental offices, organizing and maintaining the clinical lab, ordering supplies, along with assisting the instructor, program chair with student files, grading, class preparation and communications.

#### **Job Responsibilities:**

Duties of the Dental Assisting Clinical Laboratory Instructor include but are not limited to:

1. Follows established academic policies and procedures of the College that facilitate instruction, administration and student well-being.
2. Provides clinical instruction that support the student learning outcomes and objectives identified for Dental Assisting courses assigned.
3. Demonstrates appropriate preparation for clinical instruction, supervision and student evaluation.
4. Develops and maintains an environment conducive to effective learning.
5. Utilizes effective teaching methodologies in clinical setting as appropriate and available to enhance student learning.
6. Evaluates student progress in the clinical lab and clinical facilities and provides written evaluations as requested by the Director in a timely manner.
7. Demonstrates effective interpersonal relations and communication skills with students, staff, faculty, and all college employees.
8. Attends and participates in reconvening activities, divisional and departmental faculty meetings as requested.

9. Maintains an annual evaluation portfolio of teaching and professional activities that demonstrates professional growth.
10. Responsible for maintaining updated, unencumbered license and certification in Dental Assisting.
11. Maintain education and clinical competencies in areas of instructional responsibilities.
12. Performs other responsibilities as appropriate and assigned by the DA Director.

**Application Deadline:** Review of applications will begin immediately and continue until the position is filled. Interviews may occur throughout the application period.

**Application Procedure:** To apply, send completed ANC application, letter of interest, resume, references, and transcripts/certifications to:

**Office of Human Resources  
Arkansas Northeastern College  
P.O. Box 1109  
Blytheville, AR 72316-1109.**

or email to [anc-hr@smail.anc.edu](mailto:anc-hr@smail.anc.edu) For more information, call (870) 762-3121.

Applicants applying for position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

**Date of Announcement:** **August 20, 2018**