



## GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Initial Base  
Valley Street Campus

Created on: 9/19/2022  
Revised on: 3/4/2026

Job Title	Salary Schedule	Grade	Job No.
Dental Sciences Program Director/ Instructor	D1		ID9630
Reports To	FLSA Status	Grant Funded	Tenure Track
Dean of Health Sciences	Exempt	No	Yes

**JOB SUMMARY:** Administrative coordination, development, revision and implementation of all phases of the educational program in Dental Sciences.

Direct Supervisory Responsibility:     YES     NO

**QUALIFICATIONS:**

- ◆ A minimum of a master’s degree from a regionally accredited institution in a program accredited by CODA OR a D.M.D./D.D.S. degree from an accredited dental school is required.
- ◆ Active certification as a Dental Assistant through the Dental Assisting National Board (DANB) is required OR a current unencumbered Alabama licensed Dentist (DDS or DMD) or eligibility for licensure in the state of Alabama is required.
- ◆ Dentist (DDS or DMD) or eligibility for licensure in the state of Alabama with occupational experience in fourhanded dentistry principles is required.
- ◆ A minimum of three (3) years of full-time clinical practice experience is required.
- ◆ A minimum of three (3) years of teaching experience in a dental assisting and/or dental hygiene program including curriculum planning, evaluation, revision, classroom instruction, and student assessment is required.

**DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Two (2) years of administrative/supervisory experience preferred.
- ◆ Competency in the use of current educational technologies preferred.
- ◆ Experience with internet courses preferred.
- ◆ Excellent oral, written, and interpersonal skills.
- ◆ Commitment to the community college mission.
- ◆ Experience with diverse populations.
- ◆ Successful problem-solving skills.
- ◆ Ability to work independently.
- ◆ Ability to deal effectively with students, other employees, and the public.

## **ESSENTIAL DUTIES and RESPONSIBILITIES:**

- ◆ Assist or be responsible for the development and ongoing implementation, evaluation, and revision of the Programmatic Assessment Plan.
- ◆ Assist or be responsible for construction, administration, assessment, and revision of student learning activities and evaluation in the classroom, laboratory, and clinical settings.
- ◆ Assume responsibility for budget management of the program and adherence to fiscal policies and procedures.
- ◆ Coordinate activities with affiliated clinical agencies, including student rotations, affiliation agreements evaluation, and maintaining effective interpersonal relationships with agency personnel.
- ◆ Assume responsibility for faculty (full-time, part-time, and adjunct), including recruitment, recommendation, assignments, contracts, teaching aids, supervision, evaluation, and provision for orientation and professional development.
- ◆ Prepare semester class schedules, coordinate with general education faculty, and plan, approve and coordinate equitable faculty schedules and submit to the Dean of Health Sciences for approval.
- ◆ Recommend yearly budgetary expenditures, ensuring adequate program resources.
- ◆ Prepare reports each semester, annually, and as needed to adhere to institutional and accrediting agency requirements.
- ◆ Participate in local, regional, state, and national activities necessary to maintain awareness of current issues affecting the education of students and their practice.
- ◆ Plan and participate in program faculty meetings and coordinate program activities with college administration and other academic support areas.
- ◆ Carry out teaching responsibilities and other activities expected of health sciences faculty.
- ◆ Collection and analysis of data required by the accrediting body with evidence of ongoing program improvements.
- ◆ Responsible for the development of the self-study report for the accrediting body.
- ◆ Assume responsibility for student advisement, record, selection, registration, progression and graduation requirements, programs, printed material, and other related activities.
- ◆ Design, maintain and update the program website annually.
- ◆ Serve as an active member of department, area, and college, and serve on committees as assigned.
- ◆ Submit yearly documentation of continuing education activities sufficient to ensure current knowledge in the area of expertise and to meet state and/or national licensure/certification requirements.
- ◆ Oversee SACSCOC compliance and specialty accreditation compliance for all programs/services in the assigned division/department.
- ◆ Complete all Unit Strategic Plan and Student Learning Outcome processes and evaluate division outcomes.
- ◆ Maintain inventory and equipment assigned to the division.
- ◆ Assign classrooms, labs, or other areas used by staff and faculty.
- ◆ Ensure that all learning environments (e.g., classroom, shop, and/or lab facilities) are maintained in a safe and orderly manner.
- ◆ Recruit students and develop strategies to assist them to persist to graduation.
- ◆ Comply with all policies of the Alabama Community College System and the College.
- ◆ Perform other duties as assigned.

*Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.*

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

**Physical Demands:**

- ◆ **Mobility:** This position requires frequent movement between classroom, laboratory, and clinical settings. Must be able to stand and walk for extended periods during instruction and clinical supervision, as well as occasionally bend, reach, or assist students with lab activities or patient care demonstrations
- ◆ **Manual Dexterity:** Regular use of hands and fingers is required for operating educational equipment, computers, and medical instruments
- ◆ **Lifting:** Must be able to lift, move, or support equipment and instructional materials weighing up to 25 pounds, and occasionally assist with equipment demonstration in the clinical setting
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for instruction, feedback, and documentation. The Director must be able to project their voice, provide demonstrations, and communicate professionally with students, colleagues, and healthcare partners
- ◆ **Work Environment:**
- ◆ **Setting:** The work is performed in a variety of instructional environments including classrooms, skills laboratories, simulation labs, and clinical facilities. Each setting requires adherence to appropriate safety, infection control, and confidentiality standards.
- ◆ **Travel:** Travel between the college’s campuses and clinical sites is required. Personal transportation and a valid driver’s license are necessary.
- ◆ **Schedule:** Standard college hours are expected; however, flexibility is required to accommodate evening, weekend, or clinical assignments.
- ◆ **Interaction:** Regular collaboration with students, faculty, healthcare professionals, and administrative staff is essential. The director must maintain positive working relationships and serve as a professional role model within both academic and clinical environments.

**Reviewed by: HR Manager**

**Employee Name:**

---

**Employee Signature**

---

**Date**