

Assistant Professor Dental Assisting  
Central Oregon Community College

Direct Link: <https://www.AcademicKeys.com/r?job=252553>

Downloaded On: Feb. 5, 2025 4:47am

Posted Feb. 3, 2025, set to expire Mar. 30, 2025

<b>Job Title</b>	Assistant Professor Dental Assisting
<b>Department</b>	Dentistry
<b>Institution</b>	Central Oregon Community College Bend, Oregon
<b>Date Posted</b>	Feb. 3, 2025
<b>Application Deadline</b>	03/30/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Assistant Professor
<b>Academic Field(s)</b>	Health Sciences
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**Job Description**

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**Assistant Professor Dental Assisting**

**Position Number:** B359PD

**Starting Wage/Salary:** \$61,560 - \$72,009 plus exceptional benefits

**Close Date:** 03/30/2025

**Primary Purpose:**

The Assistant Professor provides instruction to students in the **Dental Assisting** program in accordance with the American Dental Association Commission on Dental Accreditation (CODA) requirements, directs student discussion and evaluates student performance in the classroom. In

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In addition, this position develops curriculum, assesses student learning, and provides student advising. This individual must demonstrate proven teaching ability at the post-secondary level in dental assisting. This individual must also have extensive experience as a dental assistant as they will be in charge of all aspects of the Dental Clinic at COCC.

### **CTE Program Director Information:**

Every CTE program has a Program Director. As faculty within the Dental Assisting program, you may be asked to perform the job duties of the Program Director for the Dental Assisting program. In the event that this designation is given, you will be provided with the information regarding this position prior to any appointments.

### **Essential Duties and Responsibilities:**

- Provide instruction in area of Dental Assisting, using approved course outcome guides. This includes the ability to teach in courses such as the following: Infection Control, Dental Radiology, Basic and Advanced Dental Assisting, Preventive Dentistry, Dental Materials, Dental Office Management, Dental Computing and Oral Medicine. Teaching assignments may be during the day (including early morning), evening, or weekend, and could include classes taught at any of the College campuses, online or remotely.
- Provide student advising and assistance in areas of course selection and career planning. This also includes providing individual conference time to guide and to evaluate student progress.
- Hold at least five scheduled office hours per week for student help sessions and program assistance.
- Utilize College tools and resources, including the Learning Management System and Disability Services software, to support teaching activities as appropriate.
- Participate in department meetings, DA calibration meetings each term, curriculum revision, course assessment, program assessment, and program review.
- Engage in regular professional growth activities, remain current in the field, and maintain current credentials or licensures as required by the program.
- Participate in service to the college. This may include participating in college committees, taskforces, peer teams, or other activities.
- Provide meaningful, professional service to the community, businesses, public agencies, and other organizations. Develop relationships and engage in the Dental Community in Central Oregon and in the State, including active membership on the COCC Dental Assisting Advisory Committee.
- Perform other essential job functions as assigned that support the overall objective of the position.

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### **Knowledge, Skills, and Abilities:**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the duties and responsibilities of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

- Thorough knowledge in the field of Dental Assisting and demonstrated ability to apply this knowledge.
- Ability to adapt and use a variety of teaching and assessment techniques including the use of technology to enhance student success.
- Ability to observe, direct, and oversee students ensuring safety in the classroom and/or laboratory.
- Ability to work with and present various curriculum concepts to a wide range of students with varying diverse backgrounds, abilities, and learning styles.
- Ability to effectively use Microsoft Office suite: various course management systems; technology to teach traditional, hybrid, or online courses; and other technology used in the instruction setting.
- Ability to communicate effectively and respectfully with diverse students, staff, and community members.
- Ability to provide services to students in a manner which does not discriminate as to race, creed, religion, color, national origin, disability, age, sex, sexual preference or marital status.
- Willingness to travel and or teach at various hours and campus locations, as required.
- Ability to foster a collaborative atmosphere among students and the willingness to work as a member of a team with faculty.
- Excellent oral, written and electronic communication skills.

### **Minimum Requirements:**

#### **Education**

- Bachelor of Science Degree in General Science or related area or be enrolled in a baccalaureate degree program with the ability to complete the degree within 3 years of hire.
- **Experience**
  - Three years of professional experience as a clinical dental assistant
  - Teaching experience in an accredited Dental Assisting program.

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- Current knowledge of educational theory and methodology as required by CODA.
- **Required Certifications:**
  - Current CDA (Certified Dental Assistant) certification from DANB (Dental Assisting National Board).
  - Current Oregon Board of Dentistry Radiology Certification (RHS).
  - Current Oregon Board of Dentistry EFDA (Expanded Functions Dental Assistant) certification.
  - Current CPR certification.
  - Certification by the Oregon Board of Dentistry to place Soft Denture Relines.
  - Certification by the Oregon Board of Dentistry to place Pit and Fissure Sealants.

### **Preferred Qualifications:**

### **Experience:**

- Demonstrated ability to work with community dental care teams, experience in curriculum development in the dental health areas.

### **Certifications:**

- Certification by the Oregon Board of Dentistry to teach the Placement of Soft Denture Relines
- Expanded Functions Orthodontic Dental Assisting (EFODA) certification
- Certification by the Oregon Board of Dentistry to teach Dental Radiology
- Certification by the OBD to teach Pit and Fissure Sealants

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The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities.

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When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Dentistry  
Central Oregon Community College