

Dental Assisting Instructor, Tenure-Track
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=256199>

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Posted Apr. 24, 2025, set to expire Jul. 11, 2025

Job Title	Dental Assisting Instructor, Tenure-Track
Department	
Institution	Truckee Meadows Community College Reno, Nevada
Date Posted	Apr. 24, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Health Sciences
Apply Online Here	https://apptrkr.com/6174058
Apply By Email	
Job Description	

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Dental Assisting Instructor, Tenure-Track

Thank you for your interest in Truckee Meadows Community College. If you need assistance or have questions regarding the application process, please contact Human Resources at (775) 673-7168 or humanresources@tmcc.edu.

Job Description

Truckee Meadows Community College (TMCC), located in Reno, Nevada, is seeking applicants for a full-time, tenure-track, Dental Assisting Instructor. This position is scheduled to begin August 2025 for

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the Fall semester and will be responsible for teaching all aspects of Dental Assisting.

Minimum Qualifications:

1. Current Dental Assisting National Board (DANB) Certified Dental Assistant (CDA) certification
2. Bachelor's degree (or in progress) in a related field or education from a regionally accredited institution
3. Three years full-time experience as a working dental assistant
4. Two years of teaching experience in a CODA accredited dental assisting school

Preferred Qualifications:

1. Bachelor's degree from a regionally accredited school in a related field or in education
2. Knowledge of dental assisting curriculum and course development
3. Experience in educational theory and practice, methodology and curriculum assessment in a CODA accredited dental assisting program
4. Knowledge of CODA accreditation standards and experience with the accreditation process

Academic Faculty Responsibilities:

Teaching and workload assignments are scheduled throughout the calendar year, and may require evening and weekend obligations at one or more college locations.

1. Teach 30 (15/15) credit or contact hours during the academic year, August through May, in various modalities as assigned, including in-person, hybrid, online, live-virtual (hy-flex), and at high-school sites (Jump-Start dual credit), per the needs of the program.
2. Support student learning outcomes assessment processes by teaching toward approved student learning outcomes and assessing student performance.
3. Assist with curriculum and program review, revision, and assessment. Aid in the development of new course materials and innovative instructional techniques that improve student learning.
4. Work closely with department peers and administrators to become an effective teacher and contributing member of the academic unit.
5. Attend and actively participate in College events, department and division meetings, college or

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Nevada System of Higher Education (NSHE) committees, and community service activities.

6. Engage in ongoing professional development to stay current in field knowledge and pedagogies that expand breadth and depth of understanding in the discipline.

7. Complete training outlined in TMCC's Faculty Standards of Online Instruction, when and as needed.

8. Hold 5 office-hours per week.

9. Participate in student advising, recruitment, and retention efforts.

10. Travel occasionally to community and workforce sites, conferences, events, and so on, per the needs of the program.

11. Communicate and interact in a professional and collegial manner with faculty, students, staff, and administration, in the best interests of the college and the people it serves.

12. Comply with departmental administrative responsibilities and published college and NSHE policies and procedures.

13. Uphold the Mission, Vision, and Values of TMCC and perform assigned duties in a manner consistent with them.

14. Adhere to the published codes of NSHE as detailed in the Board of Regents Handbook.

15. Adhere to the Code of Ethical Standards of the State of Nevada (Nevada Revised Statutes 281A.400-281A.480).

16. Other duties as assigned.

Additional Program and Department Responsibilities:

1. Assume direct responsibility for the classroom/clinic environment.

2. Apply teaching techniques effectively in classrooms, laboratory, or clinic setting, utilizing a variety of instructional methodologies.

3. Display knowledge and skill necessary to teach dental assisting according to the established curriculum at TMCC and CODA standards.

4. Develop, articulate, and teach new courses as required in the discipline.

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5. Provide leadership in developing new programs and innovative instructional concepts and in meeting the changing needs of students, the department and the community.
6. Develop innovative instructional concepts and techniques to make the class interactive, interesting and the learning relevant and engaging.
7. Prepare high quality course outlines, syllabi and instructional materials.
8. Assist clinic coordinator in planning and leading calibration activities for lab and clinic faculty.
9. Provide assistance and guidance for part-time faculty.
10. Assist DA Academic Program Director in mentoring part-time faculty.
11. Participate in preparing annual and long-range plans for assigned program.
12. Contribute to budget requests and initiatives for departmental needs.
13. Instruct students using appropriate course outcomes developed by college-wide subject area faculty.
14. Maintain credentials as required for instructors by the Commission on Dental Accreditation (CODA).

Salary and Benefits Information:

Salary: This position is a 9-month role, totaling 172 working days per year. The salaries listed below are based on this schedule, paid over 12 months. Initial salary placement will be dependent on education level and years of experience:

Bachelor's: \$57,823 - \$69,388

Master's: \$60,634- \$72,761

Master's + 30: \$63,444 - \$76,133

Ph.D: \$68,739 - \$82,487

Perks of Working at TMCC

- Health insurance options including dental and vision - [Health Insurance](#)
- 17.5% retirement match, a beginning balance of 30 sick leave days, 12 paid holidays
- Life insurance, long-term disability, generous annual and sick leave - [NSHE Benefits](#)
- Sports and Fitness Center with annual or monthly membership options for employee and spouse/domestic partner.
- [ComPsych](#) supports employees through life's difficult moments.

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- **Professional Grant-in-Aid:** TMCC is proud to provide a reduced-rate tuition benefit to faculty and qualified dependents. Faculty can take up to six credits per semester at a reduced rate. Dependents of faculty have unlimited credits, but in order to be eligible children must be unmarried and under the age of 24 and must receive at least 50% of their financial support from the employee and/or employee's spouse or domestic partner.
- **Free** parking on all TMCC campus locations.
- No State income tax
- All full-time faculty and staff are provided with a variety of [discounts and employee purchase programs](#).

Exempt

Yes

Full-Time Equivalent

100.0%

Required Attachment(s)

Please note, once you submit your application the only attachment/s viewable to you will be the attachment/s to the resume/CV section of the application. Any additional required attachment/s to the cover letter, references, additional documents sections of the application, will not be viewable to you after you submit your application. All uploaded attachment/s will be on the application for the committee to review. To request updates to attachments, prior to the committee review of applications, please contact humanresources@tmcc.edu.

In order to be given full consideration all of the following must be attached to your application.

1) Resume/CV

2) Cover Letter

3) Contact Information for Three Professional References - Please make a note if you do not want your present employer contacted unless necessary to determine your qualifications for the position.

4) Copy of Unofficial Transcript

Posting Close Date

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05/31/2025

Note to Applicant

Applicants should fully describe their qualifications and experience with specific reference to each of the minimum and preferred qualifications. Search committees will use this information to determine that applicants meet minimum qualifications as listed in the job announcement.

This posting will close at 12:00 am on the date listed above. The posting will no longer be available to apply to after 11:59 pm the day prior.

All documents, including unofficial transcripts for academic positions, must be received prior to the closing date listed on the job announcement.

Employment is contingent upon successful completion of a criminal background check upon hire.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

Schedules are subject to change based on organizational needs.

To apply, visit https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Dental-Assisting-Instructor--Tenure-Track_R0146403-2

Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCCs five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000 students each semester. TMCC, an HSI (Hispanic Serving Institution), is a progressive institution that celebrates inclusion and diversity while supporting core themes of academic excellence, student success, and access to lifelong learning.

A vital leader in the New Nevadas growing economy, TMCC is located near the beautiful Sierra Nevada Mountains in an environment rich with a thriving arts, culture, food scene, abundant outdoor activities, and a family-friendly local community. It is only a 3.5 hour drive to San Francisco, CA, a 40-minute drive to Lake Tahoe, and within easy driving distance of four national parks (Great Basin, Yosemite, Lassen, and Death Valley). For more information, please go to www.tmcc.edu or view our virtual tour at tour.tmcc.edu.

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and

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learning free of discrimination on the basis of a persons age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.

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Contact Information

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

Contact

N/A

Truckee Meadows Community College

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