

**Dental Hygiene Program Administrator
Central Oregon Community College**

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Posted Jun. 16, 2025, set to expire Jul. 13, 2025

Job Title Dental Hygiene Program Administrator
Department Dentistry
Institution Central Oregon Community College
Bend, Oregon

Date Posted Jun. 16, 2025

Application Deadline 07/13/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Health Sciences
Administration - Academic Unit

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Job Description

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Dental Hygiene Program Administrator

Position Number: B1198PD

Starting Wage/Salary: \$85,000 - \$95,000 (full-time, prorated if part-time) plus exceptional benefits

Close Date: 07/13/2025

Primary Purpose:

The Dental Hygiene (DH) Program Administrator oversees all aspects of the COCC DH program

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including developing and maintaining curriculum, ensuring that COCC obtains accreditation and remains in good standing with CODA, hiring faculty/staff, supervising, training, and evaluating faculty, scheduling facilities, courses, student clinical, and externship experiences. While the program is being built, this individual will devote 100% of their work time to DH program administration. Once built, they will devote approximately 60% of their time to administrative duties and the remaining 40% to DH course instruction as needed and will be responsible for program and course assessment as well as program review.

Essential Duties and Responsibilities:

Program Management, Supervision, Reporting, Compliance and Partnerships:

Initially: (approximately first two years) responsible for: the building of this program including developing the course curriculum, program policies and procedures, and obtaining all required approvals (COCC, CODA, HECC). Specifics include: writing the CODA self-study, facilitating the CODA site visit, researching and implementing all requirements based on CODA standards, securing all necessary equipment and any needed facilities modifications, developing student and faculty handbooks, and hiring all needed faculty/staff.

Ongoing once program is built:

- Responsible for leadership, management, and oversight of all COCC DH courses. Includes revising curriculum, scheduling courses and facilities, ensuring required equipment and consumables are available for each class.
- Supervision of full-time, adjunct, and part-time DH faculty (recruiting, hiring, orienting, supervising, training, scheduling, finding subs for, and evaluating).
- Ensure that the COCC DH program remains in good standing with CODA - submit all required documentation such as annual reports, periodic self-studies, and site visit responses.
- Responsible for establishing and maintaining externship site affiliation agreements with local dental office partners.
- Maintain COCC DH webpage, student and faculty handbooks, and promotional materials.
- Collaborate with and provide direction to COCC Health Careers Outreach Coordinator on recruitment of DH students.
- Plan and facilitate twice-annual DH Advisory Board meetings. Responsible for recruiting board members, communicating regularly with board members, and using board feedback to modify the program within CODA regulations.
- Monitor and work with the Instructional Dean on DH budget annually.
- Regularly attend Allied Health Department meetings and meet regularly 1:1 with the Instructional Dean.

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- Perform other essential functions as assigned that support the overall objective of the position.

Instruction and Advising (No instruction until program is built and fully approved):

- Coordinate, update, schedule and maintain DH courses/curriculum in accordance with CODA regulations.
- Instruct lecture (in-person, remote, or online), laboratory, pre-clinical, and/or clinical DH courses at the COCC Health Careers Center in Bend (courses may be run during the day, evening, or on weekends) as needed and will be responsible for periodic program and course assessment as well as program review.
- Advise admitted DH students and ensure that all have required immunizations, criminal background checks, drug screens and required basic life support certification.

Knowledge, Skills, and Abilities:

Individuals must possess these 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.

- Demonstrated knowledge and understanding of multicultural and diverse populations and historical experiences.
- Knowledge of planning, implementing, and supporting social and educational programs and activities.
- Strong interpersonal, organizational, and oral and written communication skills.
- Ability to work with the Instructional Dean to create new & nurture existing partnerships with external groups.
- Ability to work independently and to use good judgment with respect to priorities and deadlines.
- Ability to communicate information effectively regarding College policies and procedures to students.
- Ability to communicate effectively with students, staff, and faculty from diverse backgrounds.
- Ability to manage conflicts within and/or between groups and to work in a team environment.
- Ability to develop strong working relationships with people from different cultural backgrounds and other aspects of human diversity.

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- Ability to monitor budgets and other administrative processes in a timely and professional manner.
- Ability to meet deadlines, set work priorities, and manage workload.
- Ability to effectively use: software programs and database systems (such as Microsoft Office Suite and any DH-specific software), email, edit DH website, and modern office equipment.
- Ability to collect, analyze, and integrate information and knowledge to make clinical judgments and client management decisions that promote patient safety and student success.

Minimum Requirements:

- Candidates **must meet** qualifications set forth by the Commission of Dental Accreditation (CODA)- Accreditation Standards for Dental Hygiene Education Programs, Standard 3 - Administration, Faculty and Staff.
 - **The DH Program Administrator must:**
 - Be a dental hygienist or a dentist who is a graduate of a program accredited by the Commission on Dental Accreditation.
 - Possess a masters or higher degree.
 - Have background in instructional and administrative experience.
 - Have professional experience in clinical practice either as a dental hygienist or working with a dental hygienist and necessary to understand and fulfill the program goals.
 - **Additionally, the DH Faculty (Instructor) must:**
 - Have current knowledge of the specific subjects they are teaching.
 - Have documented background in current educational methodology concepts consistent with teaching assignments.
 - Have clinical practice experience and evidence of faculty calibration for clinical evaluation.
- Candidates must also meet the below minimum requirement set forth by the College:
 - One year of teaching, coaching, or training
 - One-year experience supervising others

Special Requirement:

- If teaching online, completion of the COCC online teaching certification course prior to scheduling your first DH course at COCC.

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Preferred Qualifications:

- Experience in the use of an electronic learning management system (LMS), ideally Canvas.
- More than one year of teaching, coaching, training or supervising others.
- Experience teaching online or remotely.

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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. 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

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