

## Part-Time Faculty - Dental Assistant Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=234264>

Downloaded On: May. 16, 2024 12:27pm

Posted Apr. 5, 2024, set to expire Mar. 28, 2025

**Job Title** Part-Time Faculty - Dental Assistant  
**Department**  
**Institution** Lee College  
Baytown, Texas

**Date Posted** Apr. 5, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Adjunct Professor

**Academic Field(s)** Health Sciences

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**Job Description**

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**Part-Time Faculty - Dental Assistant**

**Salary:** \$35.00 Hourly

**Job Type:** Part-Time

**Job Number:** FY2300313

**Location:** Main Campus - Baytown, TX

**Division:** Provost/Academic & Student Affairs

**Essential Duties & Responsibilities**

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- Prepare and distribute syllabi which inform students about course requirements, grading requirements, testing assignments, attendance policy, and other information for each course assigned.
- Prepare, administer, and grade assignments, assessments and examinations in a timely manner to inform students about their progress.
- Encourage use of support services by students.
- Maintain the lab space as needed to ensure the appropriate supplies are on hand and accessible.
- Implement and evaluate daily lesson plans for students to include scheduled activities and materials of modules.
- Plan instruction to achieve specific objectives based on established curriculum and the educational needs of the students
- Monitor students' attendance in the program and coordinate with Program Manager when a student's absences surpass two. Prepare attendance reports weekly for the Healthcare Professions Administration.
- Review student success rates and implement a plan to reduce student withdrawals. Meet with students to encourage them to stay in the program. Maintain an 80% student success rate for all classes taught in the program.
- Maintain student grades by established policies. Prepare final grades at the end of each module to update student records and transcripts.
- Evaluate students' performance regarding achievements in curriculum and activities and make necessary provisions to meet learning needs.
- Assist in the arrangement of dental office observations, should such events occur.
- Prepare lectures and practical demonstrations for students in class and individually.
- Assist and advise a student with the Dental Assistant program curriculum.
- May assist with the inventory and ordering of supplies and equipment.
- Monitor students in the laboratory. Demonstrate and assist students with lab procedures and ensure safety precautions are adhered to.

### **Minimum Education, Experience, Knowledge, Skills & Abilities**

- High School Diploma or equivalent (G.E.D)
- Three (3) years of experience working as a Registered Dental Assistant
- One (1) year of experience teaching or training other Dental Assistants
- Must possess a current Registered Dental Assistant (RDA) license
- Knowledge of current principles and practices of teaching
- Must have a thorough and detailed knowledge of the subject material
- Must have excellent communication skills, both oral and written

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- Must be able to work collaboratively with students, coworkers, supervisors, the general public, etc.
- Experience working in a higher education setting
- Must have knowledge and experience teaching medical teamwork, chairside manner, infection control, clinical skills and techniques, health promotion and maintenance, creating a safe, effective environment, informing others
- Knowledge of the theory, skills, and job duties of the Dental Assistant; lab setup, clinical rotation, troubleshooting, and operation of related equipment
- Demonstrated proficiency in Microsoft Office
- Must have working knowledge of a Learning Management System
- Knowledge of student engagement techniques, learning styles, retention strategies, and learning-centered philosophy
- Experience with or willingness to learn the latest teaching/learning technologies
- Knowledge in record keeping procedures

### Preferred:

- Associate's (or higher) degree
- CPR Instructor certified
- Three (3) years of experience teaching or training

*Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.*

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4184485/part-time-faculty-dental-assistant>

### Contact Information

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

### Contact

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