

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: ROP Instructor – Dental Assisting

DEFINITION

Responsible for the development, implementation, management and teaching of a curriculum which will qualify persons for employment in a dental office setting. The instructor will also provide all classroom/laboratory instruction. The instructor will be responsible for training site acquisition, student placement, and supervision.

DIRECTLY RESPONSIBLE TO

Principal, ROP

SUPERVISION OVER

None

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Annually prepares and submits a course of study including program objectives, student performance objectives and daily lesson plans, provides related instruction and supervises student training in dental offices; annually prepares and submits a program budget and is responsible for making requests for materials and supplies not to exceed the amount and type of expenditures set forth in the approved budget; at the completion or termination of a student’s training, submits a report of the total number of hours of training the student received and the related skills achieved; assists in student placement activities; accurately and punctually submits to the director all forms and information needed for attendance accounting and grade reporting; establishes an advisory committee to include representations from dental care providers and agencies; holds a minimum of one meeting of this committee during each school year; attends staff meetings and other meetings as shall be required by director; performs other duties related to this position; observes and abides by the administrative policies for credentialed personnel set forth by the Sacramento County Office of Education.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possess or qualify for a California Designated Subject Vocational Teaching Credential authorizing instruction in Dental Assisting and hold current licensure as a California Registered Dental Assistant.

To qualify for a vocational credential, the minimum requirement is verification by previous employers of five years of full-time, paid or non-paid, work experience directly related to each subject to be named on the credential. Forty-eight semester units or post-secondary vocational training related to the subject named on the credential and verified by official transcript may be substituted for a maximum of two of the five years of experience. One year of the required work experience shall be within the three years immediately preceding the issuance of the credential.

Knowledge, Skills, and Abilities

Knowledge of dental practices and procedures including practical ethics and confidentiality; basic dental records, charts, and forms; dental terminology; knowledge of instructional methods and techniques which

are used in assisting persons to gain the skills needed for entry level positions in dental assisting; knowledge of sources of instructional materials appropriate to such training; specific skills, knowledge, and attitudes needed for achieving employment as a dental assistant; knowledge of employment trends in dental office occupations; ability to follow instructions and work independently without constant supervision; skill to develop program goals and student performance objectives; analyze and evaluate abilities and aptitudes and prescribe instructional techniques and methods to assist persons in reading outlined performance objectives; interpersonal skills to gain the interest, respect, and cooperation of students; problem solving skills to analyze instructional situations accurately and adopt an effective course of action to obtain maximum learning; ability to implement behavior modification techniques into practical situations; ability to communicate effectively; skill to effectively use and operate audio-visual and other equipment normally used for instructing this occupation.

Other Characteristics

Possession of a valid California driver's license and/or be able to provide own transportation in conduct of work assignments; willingness to travel locally.

December 2005