



CERTIFICATED VACANCY:

Revised: September 14, 2021

POSITION: RDA DENTAL PROGRAM DIRECTOR / DENTAL ASSISTING INSTRUCTOR

SCHEDULE:

- **2021/2022 SCHOOL YEAR, Minimum 24 Hours (FT) Monday – Thursday**
- **Teaching hours dependent upon enrollment**

BASIC FUNCTION:

RDA DENTAL PROGRAM DIRECTOR is responsible to oversee the RDA program; submit the appropriate RDA application for recertification, as needed; ensure the RDA program is in compliance with standards set by the Dental Board; conduct regular meetings with the instructor; maintain and monitor dental students records; review and support the curriculum; develop short term courses; develop externship sites; develop partnerships with local dentistry offices for student placement; conduct and organize annual Advisory meetings with the community that meets RDA requirements.

DENTAL ASSISTING INSTRUCTOR to teach an entry-level extensive hands-on-training in the unlicensed field of Dental Assisting. The program places focus on all aspects of chair side assisting within the dental profession including dental specialties as endodontics, periodontics, and prosthodontics. The core of the course is General Dentistry: placing focus on procedures tray setups, sterilization, radiology, equipment identification, laws and ethics, dental terminology, and dental office protocol. Instruction provide basic skills which include strengthening and practicing communication skills, reinforcement of listening skills and following directions, utilizing basic math skills in a dental environment, and reading to obtain information to perform chair side procedures.

RESPONSIBILITIES:

- Perform the primary role of a leader of learning as assigned.

Assist in integrating industry and academic standards within curriculum development.

Provide group and individual instruction utilizing the most effective teaching strategies.

Assist in recruitment and prepare students for employment or advancement.

- Evaluate student skill competencies and job readiness and maintain accurate student attendance records.
- Manage classroom in such a manner as to ensure an environment conducive to learning.
- Complete and deliver written records and reports as required.
- Participate actively in subject matter advisory committee.
- Keep abreast of current practices and training methods.
- Ability to relate to high-school-age-students and adults.
- Perform other job-related duties as required.

EXPERIENCE / TRAINING / QUALIFICATIONS:

Must have a Designated Subjects Vocational Education Teaching, Designated Subjects Career Technical Education (DS CTE) Teaching credential, or be eligible to obtain a Designated Subjects Career Technical Education Teaching Credential in the appropriate subject matter area (this requires a minimum of three (3) years of full-time recent work experience and or a combination of recent work experience and education) and possess a current license/certificate, as applicable, in the State of California.

Application processing assistance to obtain a Designated Subjects Career Technical Education Teaching Credential provided for a qualified eligible applicant not holding an appropriate credential. **On-line/hybrid teaching experience via Zoom and experience with Google Classroom, desirable.**



Southern California Regional Occupational Center

Page 2 – RDA Director / Dental Assisting Instructor

All applicants must submit a SoCal ROC CERTIFICATED APPLICATION with resume, transcripts, references, and appropriate licenses and or certificates.

https://www.socalroc.com/administration/hr/applications/2018-03-28_CERT_EMPL_APP_REV-1011_TF_Master.pdf

EXPLANATION & INSTRUCTIONS OF REQUIRED DOCUMENTS FOR APPLICATION PACKETS

Application packets may be emailed, sent by US mail, or dropped off at the Registration Dept. **If you are missing or waiting for a document, contact Linda Larson @ 310)224-4328. Candidates with incomplete application packets will not be considered for interviews.**

Application packets to contain:

1. SoCal ROC CERTIFICATED Application

https://www.socalroc.com/administration/hr/applications/2018-03-28_CERT_EMPL_APP_REV-1011_TF_Master.pdf

2. Resume

3. Credentials, as applicable

4. Current licenses/certificates, as applicable

5. Transcripts (Official transcripts required for credentialing)

6. Three to four letters of references **within the last three (3) years**

SoCal ROC

2300 Crenshaw Blvd

Torrance, CA 90501

Attn: **HR- Director/Instructor Dental Assisting**

310) 224-4328

www.socalroc.com

SALARY RANGE: **\$35.28 - \$42.88 hour;** Salary placement based on work experience & education;
Stipend provided for Masters or Doctorate Degree with official transcripts

BENEFITS (Must meet eligibility requirements)

- Sick Time
- Workers' Compensation
- Health Care Stipend (FT)
- Longevity Stipend (FT)
- Annual Evaluation
- Approved Professional Growth
- APPLE Retirement (PT)
- STRS Retirement (Eligibility hours)
- Monday – Thursday Work Week, as applicable
- Free Parking
- Direct Deposit
- Credit Union

CLOSING DATE: **UNTIL FILLED / REMOVED**

NOTE:

- Southern California Regional Occupational Center (SoCal ROC) is an equal opportunity employer and prohibits discrimination, harassment, intimidation, or bullying in all Center programs, activities, and employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expressions, nationality, race or ethnicity, religion, age, sex, sexual orientation, parental or marital status, pregnancy, or association with person or a group of which one or more of these actual or perceived characteristics. SoCal ROC prohibits sexual harassment of SoCal ROC employees and job applicants, as well as retaliatory behavior or action against employees or other persons who complain, testify, or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.
- The Immigration Reform and Control Act of 1986 requires that you must be lawfully authorized to work in the United States to be eligible for hire. All new hires will be required to provide documentation to verify this status.
- All employment is based on clearance of finger printing verification from the Department of Justice and a clear Tuberculosis Test.