

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Dental Assistant Program Coordinator			<i>BOT Date:</i> July 17, 2002
<i>Level:</i> G	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0738	<i>Adm. Rev:</i>

### GENERAL DESCRIPTION

Organizes, schedules, coordinates and monitors the Dental Assistant Program to ensure effective operation of activities associated with dental assisting in compliance with state and federal standards and guidelines.

	KEY RESPONSIBILITIES	% OF TIME
1.*	Organizes, schedules and coordinates facilities, equipment, materials, activities and budget of the Dental Assistant Program. Ensures adequate supplies and equipment are available. Ensures proper maintenance of facilities and equipment.	25%
2.*	Monitors all phases of ongoing program. Prepares and submits reports to ensure adherence to all Dental Assisting state and federal guidelines.	20%
3.*	Interviews, screens and recommends for hire certified instructors.	10%
4.*	Evaluates instructors, courses and curriculum to ensure an effective program is provided for students.	15%
5.	Solicits input from outside agencies regarding courses needed for program certification or to enhance program offerings.	5%
6.	Serves as liaison to local dental community.	5%
7.*	Responsible for education of students within the Dental Assisting Program.	20%
8.	Performs other similar and related duties as required.	

\* Indicates an "essential" job function.

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<b>KEY JOB REQUIREMENTS</b>		
<i>Education:</i>	Bachelor's Degree required.	
<i>Experience:</i>	5 to 7 years of related experience.	
<i>Planning Scope &amp; Level:</i>	The primary scope of planning activities in this position affects the department or equivalent. Plans events that will occur during the year and have some effect on the department's annual expenditures and/or revenues.	
<i>Impact on Budget:</i>	Has a strong, but not controlling, voice in decisions on the budget. Can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.	
<i>Impact of Decisions:</i>	Makes recommendations or decisions that typically affect the assigned department, but may at times affect operations, services, individuals, or activities of the campus.	
<i>Complexity:</i>	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies and/or precedents used in combination. Analytical ability and inductive thinking are required.	
<i>Decision Making:</i>	Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods of practices to meet variations in facts and/or conditions.	
<i>Problem Solving:</i>	Problems are not easy to identify, but are similar to those seen before. Solutions can often be found by using methods chosen before in similar situations.	
<i>Communications with Others:</i>	Requires regular internal contacts to carry out programs and to explain specialized matters of occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion. Regular external contacts may be required to carry out programs and to explain specialized matters.	
<i>Supervision of Others:</i>	Provides limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties. Nature of work supervised is primarily technically oriented or complex, includes additional administrative responsibilities and requires a working knowledge of unit or departmental activities.	
<i>Job-Related Knowledge:</i>	Requires entry-level knowledge of theories and practices of a professional field. This level is reserved for an individual with a four-year degree or with high-level vocational skills demonstrated by a number of years of on-the-position experience. Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge of practical issues.	
<i>Innovation/ Creativity:</i>	Work requires original and creative thinking to develop new, moderately complex results. The results generally impact several work groups, a large project or an extended customer base.	
<i>Working Conditions/ Physical Effort:</i>	Work is typically performed in an office, classroom or lab, and requires only minor physical exertion and/or physical strain (i.e., sitting at a desk with intermittent standing, stooping, walking or occasional lifting of 25 pounds or less). Work environment involves only infrequent exposure to disagreeable elements.	