Job Title: Dental Assistant Instructor

Job ID: 19100

Location: College of Staten Island

Full/Part Time: Part-Time

Regular/Temporary: Regular

FACULTY VACANCY ANNOUNCEMENT

Teaches Continuing Education courses and performs related work.

Dental Assistants perform many tasks requiring both interpersonal and technical skills under a licensed Dentist. Responsibilities include assisting the dentist during a variety of treatment procedures; taking and developing dental radiographs (x-rays); asking about the patient's medical history, taking blood pressure and pulse; and helping patients feel comfortable before, during and after dental treatment.

The role of the DA Instructor is to provide quality training in the Dental Assistant program at the College of Staten Island. The Dental Assistant Instructor will implement the Dental Assistant program to educate students in accordance with the College of Staten Island curriculum standards and objectives.

Essential Duties and Responsibilities includes the following. Other duties may be assigned:
Implement and evaluate daily lesson plans for students to include scheduled activities and materials of modules. Plan instruction to achieve specific objectives based upon student need and established curriculum. Monitor the attendance of students in the program; prepare attendance reports weekly for the Department of Workforce Development. Meet with students to encourage them to stay in the program. Maintain student grades in accordance with established policies. Evaluate the performance of students regarding achievements in curriculum and activities and make necessary provisions to meet learning needs. Will also assist and coordinate externships for Dental Assistant students.

Hours: Monday and Wednesday October 22 – February 11 (no class: December 24, December 26. And December 31) 5:30-9:30 pm - 30 sessions, 120 credit hours

The list of essential functions is not exhaustive and may be supplemented.

QUALIFICATIONS

Educational and professional qualifications appropriate to teaching assignments.

Preferred Qualifications:
- Three plus years experience in the field plus national certification as a Registered Dental Assistant (RDA from the American Medical Technologists) or Certified Dental Assistant (CDA from the Dental Assisting National Board Inc.) and formal training in a dental assisting program.
- Verbal and written communications skills.
- Knowledge of Word, Excel, Access, PowerPoint and computer skills.
- Ability to create a curriculum with Learning Objectives, Course Description, Lecture topics (week by week), and Rubric.

COMPENSATION

CUNY offers faculty a competitive compensation and benefits package covering health insurance, pension and retirement benefits, paid parental leave, and savings programs. We also provide mentoring and support for research, scholarship, and publication as part of our commitment to ongoing faculty professional development.

HOW TO APPLY
To apply, please visit http://cuny.jobs/ and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

August 16, 2018

JOB SEARCH CATEGORY

CUNY Job Posting: Faculty

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.