STATE CENTER COMMUNITY COLLEGE DISTRICT
INSTRUCTIONAL TECHNICIAN – DENTAL ASSISTING

DEFINITION

Under close direction, assist in the instructional program by performing complex technical work in an instructional laboratory environment in the subject of Dental Health.

DISTINGUISHING CHARACTERISTICS

This classification performs varied duties in accordance with general instructions or standard procedures. This position differs from the others by the responsibilities for specific activities and work being oriented to maintenance of an instructional laboratory and classroom environment.

EXAMPLES OF DUTIES

Performs a variety of duties related to the dental assisting program including manipulation of dental materials, radiographic trouble-shooting and dental front office management, operates and maintains instructional laboratory environment in the subject of Dental Health. Assist instructors, staff and students in the use of a variety of equipment, materials and supplies found in a Dental Assisting laboratory. Prepare and issue materials and equipment for student use; maintain records of materials and equipment. Order, receive, catalog and store supplies, materials and equipment; maintain inventories, ensuring that adequate quantities are available for timely instructional use; mark equipment with approved identification. Prepare instructional materials and equipment for instructors' demonstration and student laboratories as requested, according to approved procedures. Test, adjust and maintain equipment in the laboratory. Make minor repairs on equipment. Maintain laboratory and/or storeroom in a safe, clean and orderly condition. Provide technical assistance in the preparation of specifications for equipment and material purchases. Collect, prepare and maintain information for student program records; monitor students during laboratory/clinical assignments; record test results. Assist instructor and students in preparing and maintaining records for professional (dental assisting) licensing examination; assist instructor and students with preparation of applications for Registered Dental Assistant examination and prepare applications for mailing. Assist program director in preparation and maintenance of records as required by the State Board of Dental Examiner, for issuance of certificates and licenses.

EMPLOYMENT STANDARDS

Education: High School diploma or equivalent, completion of a board approved dental assisting program, and possession of the following licenses: Registered Dental Assisting, Radiology Certificate, Coronal Polish Certificate.

Experience: Five years verifiable experience as a qualifying Dental Assistant.

Knowledge and Abilities: Knowledge of regulations related to Dental Assisting. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

Approved:  
Salary Range: 50