POSITION DESCRIPTION

TITLE: Coordinator, Dental Assisting Laboratory

LOCATION: Dental Assisting Program

REPORTS TO: Program Director

GRADE: CCRIPSA 10

BASIC FUNCTION:

To coordinate and supervise the operation of the Dental Assisting Laboratory, including, but not limited to, purchases, budgets, student scheduling, inventory control and safety compliance. Supervise and practice lab skills with students; evaluate and grade student performance in the lab.

DUTIES AND RESPONSIBILITIES:

Set up for all dental assisting lab classes and two dental hygiene materials labs. Maintain laboratory and darkroom equipment. Ensure all equipment is in good working order for the laboratories. Perform routine maintenance on all equipment. Oversee cleanup of all labs. Clean and change x-ray processor for dental assisting and dental hygiene programs. Set up and maintain all audiovisual equipment; schedule repair.

Demonstrate correct dental procedures and techniques to students, as well as the correct use of dental instruments, equipment and materials.

During lab sessions, assist faculty with demonstrations of the use and/or care of dental equipment such as that for sterilizing and dental procedures.

Supervise and practice laboratory skills with dental assisting students during open lab hours.

Evaluate and grade student performance in the lab. Provide input to faculty regarding students’ lab performance.

Purchase all equipment, supplies and materials for dental assisting program and dental hygiene materials lab. Maintain an inventory of all equipment; order and stock supplies as necessary.

Maintain monthly radiation reports of students, faculty and staff; compile annual summary reports for the State; ensure the receipt and distribution of film badges.
Ensure compliance with OSHA, EPA and College standards. Operate a hazardous waste system, to include the correct storage, labeling, and removal of hazardous waste from the labs. Maintain a biological monitoring system for two autoclaves. Monitor eyewash stations for proper functioning and temperature control. Monitor and record functioning of oxygen tanks. Compile all Materials Safety Data Sheets (MSDS), file and organize in MSDS booklet. Label all OSHA stickers on dental materials.

Proctor dental assisting exams.

Attend faculty meetings as required.

Participate in career day seminars.

Coordinate the faculty evaluation process for the dental assisting program. Distribute, collect and record faculty evaluations from dental assisting students.

Maintain, update and monitor budget for Dental Assisting Program.

Provide information regarding the Dental Assisting Program, including continuing education courses, to all interested parties.

Other related duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Must be a certified dental assistant. Knowledge and use of dental equipment such as dental units, chairs and handpieces; curing lights, amalgamators, model trimmers, lathes, autoclaves, ultrasonic cleaners, dental lab engines, vacuum formers, x-ray processors, incubators (biological) and triad machines. Knowledge and use of personal computer software systems including word processing and spreadsheet programs; calculating equipment; copying equipment; fax machines; telephone system; overhead projector, videocassette recorder; and slide projector.

**ENVIRONMENTAL CONDITIONS:**

Position is exposed to chemicals and equipment that may be hazardous if mishandled.

**QUALIFICATIONS:**

Bachelor’s Degree in related field required. Must be a certified dental assistant. At least 2 years of experience as a dental assistant required. Ability to use computer and dental equipment required. Ability to use audiovisual equipment preferred. Or, any combination of education and experience that is substantially similar to the above.
CCRI is an Equal Opportunity / Diversity Employer.
Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period.
TTY: (401) 825-2313.
All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.

DENTASST501464