6. SEPARATE list of continuing education courses for Dental Licensure taken during the last five years. (THIS IS IN ADDITION TO TRANSCRIPTS AND RESUME).

7. Copies of professional licenses, certifications (e.g., valid California RDH/RDHAP license with local anesthesia, nitrous oxide/oxygen sedation and soft tissue curettage, CPR certification).

8. Copy of relevant California Community College Credential (if applicable).

Incomplete application packages and/or applications without signatures will not be considered. Failure to sign and to complete all fields in the General Information section of the application will be considered an incomplete application. All mandatory supplemental forms must be completed and returned with the application. All submitted materials become the property of the North Orange County Community College District and will be considered for this position only. The District will not return or make photocopies of application materials. Applicant bears the sole responsibility for ensuring that the application package is complete when submitted. Materials submitted independently of the application package will not be accepted.

Submit application package to:
North Orange County Community College District
Human Resources
1830 W. Romneya Dr.
Anaheim, CA 92801

DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 pm, February 5, 2014. Postmarks will not be honored. Application packages received after the closing deadline will not be accepted. The District does NOT accept application materials by fax or email.

SELECTION PROCESS
The Hiring Committee will screen applications and select a limited number of candidates for an interview. This process will take several weeks. At the time of the interview, teaching and clinical demonstrations and a written exercise related to the assignment will be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists.

Possession of the minimum qualifications DOES NOT ensure an interview.
Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date. The candidate selected for employment will be required to provide the following: official transcripts and verification of experience prior to the first day; identification and eligibility for employment within three (3) days of employment, pursuant to the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute. NOCCCD will not sponsor any visa applications.

CYPRESS COLLEGE: "Minds. Motivated."

Cypress College has motivated the minds of students since 1966. For nearly a half-million people – including actors, athletes, doctors, executives, mechanics, nurses and teachers – Cypress College has been a springboard to their dreams. For some, Cypress College is the ticket into their university of choice and for others it provides essential training for a rewarding career. Just one Cypress College class is often all it takes to provide cutting-edge skills that lead to a promotion or a new job. Cypress College – Minds. Motivated.

Cypress College’s 16,500 students and the highly qualified teaching faculty are proud of the many excellent academic and vocational programs. Cypress College offers 50 university-transfer majors, 137 career-certificate programs, and degrees in 61 areas of study. Dr. Robert Simpson is the president.

Cypress College can be found on the web at www.cypresscollege.edu.

For further information about the position contact:
Carol Green – Dental Hygiene
cgreen@cypresscollege.edu

NOCCCD: “Greatness. Achieved.”

The mission of the North Orange County Community College District is to serve and enrich our communities and inspire life-long learning by providing education that is exemplary, relevant, and accessible.

Two of the state’s premiere colleges and one of its most extensive continuing education programs combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 64,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. Our college students are able to shape their futures in programs leading to associate degrees, vocational certificates, and transfer opportunities. Life-long learning also is possible in our continuing education programs that range from high school completion and basic skills mastery through an array of vocational training and self-development courses. The NOCCCD campuses serve an area of over one million diverse people – each pursuing their own, unique ambitions. The NOCCCD – Greatness. Achieved.

The District is governed by a seven-member Board of Trustees, elected by trustee area, by registered voters residing in the District. The Chancellor is Dr. Ned Doffney. The total District budget for 2013-14 was $190 million.

Cypress College and Fullerton College offer associate degrees, vocational certificates, and transfer education as well as developmental instruction and a broad array of specialized training.

The School of Continuing Education offers a variety of academic, training, and enrichment opportunities, including: high school completion, basic skills mastery, vocational certificates, and self-development courses.
THE POSITION

DENTAL HYGIENE INSTRUCTOR
Job #CCF767
Tenure-track position, 100% contract

STARTING DATE
August 22, 2014

DUTIES AND RESPONSIBILITIES

Duties and responsibilities as presented are intended to be representative and not restrictive. The District reserves the right to modify the assignment and allocation of duties in accordance with operational needs.

Teach didactic/clinical courses within the dental hygiene program.

Maintain currency in dental hygiene subject matter areas and techniques of effective instruction.

Participate in student advisement, program review, outcomes assessment, and assume other professional assignments as required/assigned.

Courses, laboratories, and clinics may be assigned at on-campus and off-campus locations.

Incorporate case based learning methods and evaluations that contribute to outcome assessments.

Teach scheduled classes and perform related duties as assigned, including timely compliance with clerical and administrative responsibilities; comply with district, college and division policies in the performance of duties.

Work cooperatively with staff and students.

Maintain formal office and campus hours; participate in department and division meetings.

Maintain current knowledge of instructional methods and new technologies pertinent to areas of assignment; learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner.

Instruct and assist in the growth and success of a diverse population of students through careful preparation of course materials, effective teaching methodologies and informed critical feedback on assignments and discussions.

Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural and ethnic background of students.

Evening and/or Saturday assignments may be required as part of the regular contract.

MINIMUM QUALIFICATIONS

Bachelor's degree in any discipline AND two years of professional experience directly related to the teaching assignment; OR

Possess a valid California teaching credential authorizing service in a community college in the appropriate subject matter area; OR

The equivalent. Equivalent qualifications may include related education, training, employment and professional experience that would be equal to the required degree(s) and experience in this field as determined by the District Equivalency Committee.

All degrees and course work used to satisfy the required minimum qualifications must be from accredited postsecondary institutions (see www.nocccd.edu/Employment regarding accredited postsecondary institutions).

AND ALL OF THE FOLLOWING:

Graduation from a dental hygiene program accredited by the American Dental Association Commission on Dental Accreditation.

Possess a current California Registered Dental Hygienist license, including certification in local anesthesia, nitrous oxide sedation, and soft tissue curettage.

Possess current Health Care Provider Basic Life Support Certification.

Continuing education demonstrating current knowledge of and competency in dental hygiene concepts and clinical practice; college or continuing education courses demonstrating background in educational methodologies (theory and practice).

DESIRABLE QUALIFICATIONS

Master's degree in a related field from an accredited institution.

Registered Dental Hygienist in Alternative Practice license.

Five years experience as a licensed dental hygienist with experience in the use of local anesthesia and non-surgical periodontal therapy.

Knowledge of educational theory and practice, e.g. curriculum development, educational psychology, test construction, measurement and evaluation, outcomes assessment and case based learning.

Currently working and/or teaching in dental hygiene or related discipline.

Knowledge of current California Dental Practice Act/Infection Control Regulations and awareness of program accreditation.

Bilingual experience.

Experience with research methodology and application, professional writing, public speaking.

Computer experience using word processing, the internet and practice management software.

Experience with and commitment to working with culturally and ethnically diverse groups.

Effective oral and written communication skills.

SALARY

The initial salary placement range is $55,380 - $83,844 depending on applicable education and experience. Initial salary placement will be determined by the District Office of Human Resources in accordance with the faculty collective bargaining agreement and is not negotiable.

BENEFITS

The District is a participating agency in the CalPERS Hospital and Medical Care plan which allows eligible employees to select from several plans for their hospital and medical care. The District pays the full cost of the employee-only health insurance premium for the plan selected by the employee. In addition, the District provides a discretionary fringe benefit allowance that may be allocated toward the premium cost of eligible dependent health insurance, dental insurance, vision insurance, life insurance, accident insurance, income protection insurance, and available investment options.

APPLICATION PROCEDURE

Reference Job #CCF767 in all correspondence. Download the District Academic Application on our website at http://www.nocccd.edu or email requests to hr nocccd.edu, or contact the Human Resources Office at (714) 908-4810. All application materials must be submitted with the District Academic Application as a complete package.

A complete application package MUST include the following:

1. Completed District Academic Application.
2. Letter of interest which demonstrates written communication skills and addresses the qualifications relevant to the position.
3. Resume describing educational background, teaching experience and work experience.
4. Undergraduate AND graduate college transcripts (may be unofficial). The award of all degrees must be verifiable on a legible transcript. Evaluations of foreign degrees and course work are required. See www.nocccd.edu/Employment for information regarding evaluation of foreign degrees.
5. SEPARATE list of completed upper division and graduate level course work relevant to the position. Indicate full title and level of courses. (THIS IS IN ADDITION TO TRANSCRIPTS AND RESUME).