Evaluations of foreign degrees and course work are required. See www.nocccd.edu/Employment for information regarding evaluation of foreign degrees.
5. Evidence of completion of coursework in instructional and clinical methodology (transcripts or certificate).
6. Evidence of completion of two (2) hours of clinical methodology evaluation as it relates to radiology, coronal polish, and pit and fissure sealants (certificate).
7. Copy of CDA Credential.
9. Copy of RDH license (if applicable).
10. Copy of valid Health Care Provider CPR Card.

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, March 11, 2015. 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 duty day; completion 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 16,000 students and the highly qualified teaching faculty are proud of the many excellent academic and career technical education programs. Cypress College offers 50 university-transfer majors, 136 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.

NOCCCD: “Greatness. Achieved.”
The mission of the North Orange County Community College District is to serve and enrich our diverse communities by providing a comprehensive program of educational opportunities that are accessible, academically excellent, and committed to student success and lifelong learning.

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 Doffoney. The total District budget for 2014-15 was $204 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 North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. Veteran status and people with disabilities are encouraged to apply. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault treatment and counseling and maintenance of a drug-free environment is available online at www.nocccd.edu.
THE POSITION
DENTAL ASSISTING INSTRUCTOR
JOB #CCF734
Tenure-track position, 100% contract

STARTING DATE
August 21, 2015

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 assigned lecture and laboratory courses in the Dental Assisting Program in a manner consistent with the department’s standards, and with the content cited in the approved course outline and plan of instruction.

Maintain education and skills necessary for competency to teach any course in dental assisting in order to meet licensing and accreditation requirements.

Supervise and evaluate students in theory and directed practice setting; establish and maintain liaison with professionals in the directed practice setting.

Participate in curriculum development and serve on department, division, college and district committees as necessary to maintain and improve the instructional program; participate in appropriate professional development activities.

Participate in the formulation of Student Learning Outcomes (SLOs) and the Student Learning Outcomes assessment cycle.

Assist the Coordinator of the Dental Assisting Program in maintaining accreditation standards as well as other related assigned duties.

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.

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.

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.

Work cooperatively with staff and students.

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

MINIMUM QUALIFICATIONS
Bachelor’s AND two (2) years of professional experience directly related to the teaching assignment; OR

Associate AND six (6) years of professional experience directly related to the teaching assignment AND currently enrolled in an accredited baccalaureate degree program with completion and award of Bachelor’s degree not later than January 1, 2018, as a condition of tenure;

AND THE FOLLOWING:
Satisfactory completion of coursework in instructional methodology and clinical methodology;

Two (2) hours of clinical methodology evaluation as it relates to radiology, coronal polish, and pit and fissure sealants.

AND ONE OF THE FOLLOWING:
Five years occupational experience as a Dental Assistant in the application of four-handed dentistry principles AND a current Certified Dental Assistant (CDA) credential AND a Registered Dental Assistant (RDA) license with coronal polish, x-ray, pit and fissure, AND Health Care Provider CPR; OR

Graduation from a Dental Hygiene program prior to January 1, 2005 AND a current Certified Dental Assistant (CDA) credential AND a Registered Dental Hygienist (RDH) license AND five years occupational experience in the application of clinical chairside dental assisting involving four-handed dentistry, AND Health Care Provider CPR.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

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).

DESIRABLE QUALIFICATIONS
Teaching experience, preferably at the community college level.

Experience using current technology in instruction and dental office management.

Leadership experience and/or participation in community or professional organizations.

Recent experience in dentistry.

Experience working in a team-teaching environment.

Experience designing multiple methods of instruction to achieve desired education outcomes.

Graduation from an accredited Dental Assisting program.

Evidence of experience with budget preparation and management.

Evidence of supervision of dental office (or other) personnel.

Effective oral and written communication skills.

SALARY
The initial salary placement range is $56,784-$85,940 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 dependents’ health insurance, dental insurance, vision insurance, life insurance, accident insurance, income protection insurance, and available investment options.

APPLICATION PROCEDURE
Reference Job #CCF734 in all correspondence. Complete the online District Academic Application on our website at http://www.nocccd.edu. Applicants MUST submit their District Application online. A printed copy of the application and all other materials MUST be submitted to the Office of Human Resources by the closing date.

A complete application package MUST include the following:

1. Completed District Academic Application.

2. Letter of interest which demonstrates written communication skills and clearly addresses all of 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.