

Dental Assisting Coordinator / Instructor

**About Willis College:**

Willis College is an employment-oriented, student-focused college offering 26 different programs to students throughout Canada. With a proud history that dates back to 1866, our courses are delivered via in-class learning at our campuses in Ottawa and Arnprior, Ontario and Winnipeg, Manitoba. We also proudly offer online learning through our fully internet-based campus, Willis College Online.

**Summary of position:**

The Dental Assisting Coordinator will work with campus staff members to teach, oversee, coordinate, and administer the Dental Assistant Program. This will include including developing, planning, organizing, leading, and guiding program activities and ensuring program alignment with regulatory body requirements.

**Maintain and develop the program:**

- Instruct curriculum using only pre-authorized College materials and following provincial guidelines.
- Maintain and implement any necessary policies and protocols required to abide by specific guidelines set forth by the regulatory body.
- Evaluate and modify (if necessary) existing program outline, with entrance requirements courses, placements, textbooks, schedules.
- Ensure all current accreditation requirements are met.
- Ensure all NDAEB requirements are met.
- Collaborate on the Dental Assisting Program Submission for Willis College Manitoba

**Plan the program:**

- Plan the delivery of the overall program and its activities in accordance with the mission and the goals of Willis College and the Dental Assistant Program
- Develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement.
- Plan the on-site lab environment and secure equipment needs.
- Organize testing of equipment and lab to ensure all NDAEB and PCC requirements are met.
- Work with the community to form partnerships for the betterment of the program and the benefit of the students

**Organize the program:**

- Ensure that program activities operate within the policies and procedures of Willis College, the Department of Labour and Advanced Education, and the regulatory body.
- Ensure that program activities comply with all relevant legislation and professional standards as set out by CDAC, NDEAB and the Manitoba Dental Association
- Use and develop forms and records to document and monitor program activities.

### **Lead the program:**

- Establishes and maintains relationships with practicum clinics, takes the lead on placing and evaluating students on practicum.
- Assist with instructor staffing and ensure all staff members receive orientation and appropriate training in accordance with standards set by the Private Career Colleges Act
- Establish and lead the Program Advisory Committee in and communicate with the Program Advisory Committee to gain community support for the program and to solicit input to improve the program.
- Assists with implementation and evaluation of programs and activities to ensure that the Advisory Committee functions in a manner consistent with accreditation standards.
- Liaise with other accredited institutions to ensure the effective and efficient delivery of the program.
- Aid in implementing the Dental Assistant Program in other locations by providing guidance, syllabi, lesson plans, and any other duties and/or documentation relevant to this undertaking, and any other duties and/or documentation relevant to this undertaking.

### **General instructional duties**

- Contribute to maintaining the curriculum for the betterment of the program.
- Organize and be responsible for instructor materials.
- Distribute and explain course outlines at the beginning of every class.
- Define daily objectives and begin with an overview of the daily lesson plan.
- Check inventory and order lab supplies as needed (overall budget of classroom to be discussed with Campus Director)
- Administer, record, and file all assessments according to guidelines and procedures.
- Grade and check your daily work, projects, and quizzes in a timely fashion according to guidelines and procedures.
- Follow best teaching practices.
- Participate in grad functions.
- Conduct curricula review, program development and textbook review.
- Maintain departmental files.
- Serve as a mentor in the implementation of effective teaching skills.
- Participate in professional development activities and programs as required by accreditation/regulatory agencies.
- Ensure overall student satisfaction levels.
- Instruct classes as assigned.
- Attend practicum site visits to evaluate students who are on placement.
- Participate in faculty meetings, orientations, graduation exercises, and other functions as directed.

### **Qualifications:**

**Education:**

- Has or is working towards a baccalaureate degree or higher.

**Professional Designation:**

- Is a Registered/Licensed/Certified Dental Assistant.

**Experience:**

- A minimum of 5 years' professional experience as a Registered/Licensed/Certified Dental Assistant or equivalent