

**Chittenden Central Supervisory Union  
Job Description**

<b>JOB TITLE</b>	<b>CLINICAL AND ADMINISTRATIVE DENTAL INSTRUCTIONAL ASSISTANT – Pay Grade 6</b>
<b>FLSA STATUS</b>	Non-exempt
<b>UPDATED</b>	November 17, 2009

**POSITION OBJECTIVES:**

To assist dental assisting instructors in the daily operations of the Technical Center's clinical, laboratory and administrative areas and instruct Dental Assisting students in appropriate dental assisting skills as designated by program instructors.

**CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Follow instructors' plans regarding the daily operations of the dental assisting classroom.
- Carry out record keeping functions: assist with dental assisting instruction; collect and record data on student performance of competency procedures; maintain attendance records; and so forth.
- Oversee and carry out daily facility maintenance tasks. Organize supplies and equipment.
- Ensure that all dental assisting students follow established regulations, standards and guidelines pertaining to the physical and emotional health and safety of the patients.
- Provide instruction to students within the established program under the direction of the program teachers/coordinator; monitor students' work; assist with difficult or unusual tasks or problems. Advise program teachers/coordinators on student workers' skills and effectiveness in working with dental patients and as a member of a staff team. Model appropriate skills for student workers.
- Substitute for teacher when absent.
- Assist with/carry out the development of appropriate work guidelines and procedures for student.
- Prepare written evaluation of daily team and individual performance, based on student observations.
- Monitor classroom activity at all times, determine need for intervention, and bring student conflicts to instructors' attention.
- Participate in general Dental Assisting Program activities as assigned: accompany class and teacher on field trips; perform general office/clerical duties as needed.
- Other related administrative duties as assigned.

**SUPERVISION RECEIVED**

Supervision is received from the Dental Assisting Teacher; and Dental Assisting Director.

**SUPERVISORY RESPONSIBILITIES:**

No formal supervisory duties. May train, assist and occasionally direct junior co-workers and parent volunteers, but generally works along with those persons.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Education and Experience. Two to four years of relevant college study, and relevant experience in a variety of dental procedures, or a combination of education and experience from which comparable knowledge and skills are acquired. Good understanding of standard classroom operations and teaching methods; good basic teaching skills.
- License/Certifications. Holds a CDA (Certified Dental Assistant) or a TDA (Traditional Dental Assistant).

- Language Skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively. Demonstrated broad knowledge of academic subject matter being taught to students desired.
- Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry **may be required**.
- Computer Skills and Experience. Good basic computer skills and experience with word processing programs required. Experience with Microsoft Office preferred.
- Reasoning Ability/Mental Requirements. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, employers in the dental field and other representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies/organizations. Ability to show patience, respect and compassion in working with students. Ability to effectively resolve conflicts and handle stress.
- Other Qualifications. Experience working with children/adolescents. Good basic supervisory skills. Ability to attend required or requested training, meetings, and professional growth activities outside of school hours (i.e. summers and after-school). Willingness and ability to obtain First aid and CPR training.

Frequency	Code	Description
Sometimes	S	activity may exist sporadically, but not on a consistent basis.
Occasionally	O	activity exists on a consistent basis for less than 1/3 of the time
Frequently	F	activity exists from 1/3 of the time up to 2/3 of the time
Constantly	C	activity exists for 2/3 or more of the time
Not Applicable	NA	activity is not present in the position

**PHYSICAL EFFORT AND STRESS.** Employee must have the physical ability to perform the essential functions of the job as outlined above, in addition to the following (Indicate appropriate code from above):

	<i>Frequency Code</i>	<i>Essential</i>	<i>Not Essential</i>
SITTING	O	X	
STANDING	C	X	
WALKING	C	X	
SEEING	C	X	
HEARING	C	X	
TALKING	C	X	
DEXTERITY (hands/fingers)	C	X	
USE OF COMPUTERS AND EQUIPMENT	O	X	
LIFTING			
up to 10 lbs.	O	X	
10-25 lbs.	O	X	
25-50 lbs.	NA		X
50-100 lbs.	NA		X
100+ lbs.	NA		X
CARRYING			
up to 10 lbs.	O	X	
10-25 lbs.	O	X	
25-50 lbs.	NA		X
50-100 lbs.	NA		X
100+ lbs.	NA		X
BENDING/STOOPING	O	X	
PUSHING/PULLING	S		X
TWISTING	O	X	
CLIMBING	NA		X
BALANCING	NA		X
CROUCHING	S		X
KNEELING	S		X
CRAWLING	NA		X
REACHING (i.e., overhead)	O	X	
HANDLING	O	X	
DRIVING	NA		X
REPETITIVE MOVEMENTS (hands, feet)	O	X	
MANAGING STRESS	O	X	
RESOLVING CONFLICTS	O	X	

**WORKING CONDITIONS/ENVIRONMENTAL FACTORS:** All conditions common to a construction site for residential housing including, but not limited to, the following (Indicate appropriate code from above):

	<i>Frequency Code</i>
EXPOSURE (dust, dirt)	O
EXPOSURE (extreme heat – non-weather, flames)	NA
EXPOSURE (extreme cold – non-weather)	NA
EXPOSURE (fumes, odors)	S
EXPOSURE (viruses, infectious diseases)	C
EXPOSURE (water)	O
EXPOSURE (hazardous equipment)	O
EXPOSURE (chemicals, hazardous materials)	S
UNEVEN TERRAIN	NA
OUTDOOR WEATHER CONDITIONS	NA
VIBRATION/NOISE	O
HEIGHTS	NA

## Definitions - Physical Demands

**Sitting:** remaining in a seated position

**Standing:** remaining on one's feet in an upright position at a work station without moving about

**Walking:** Moving about on foot

**Seeing:** Perceiving with the eye

**Hearing:** Perceiving or listening to sound by ear

**Talking:** Articulating, speaking or discussing using spoken words

**Dexterity:** Skill in the use of hands and fingers

**Lifting:** Raising or lowering an object from one level to another (includes upward pulling)

**Carrying:** Transporting an object, usually holding it in the hands or arms or on the shoulder

**Bending/Stooping:** Bending the body downward and forward by bending the spine at the waist. Occurs to a considerable degree and requires full use of the lower extremities and back muscles.

**Pushing:** Exerting force upon an object so that the object moves away from the force (includes slapping, striking, and kicking)

**Pulling:** Exerting force upon an object so that the object moves toward the force (includes jerking).

**Twisting:** Rotating; moving to face in alternate direction.

**Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes and the like, using the feet, legs, and/or arms and hands.

**Balancing:** Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing gymnastic feats.

**Crouching:** Bending the body downward and forward by bending the legs and spine.

**Kneeling:** Bending the legs at the knees to come to rest on the knee or knees.

**Crawling:** Moving about on the hands and knees or ha

**Reaching:** Extending the hands and arms in any direction

**Handling:** Seizing, holding, grasping, turning, or working with hands

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.