

PLEASE POST

POSITION OPENING

PLEASE POST

Pennsylvania College of Technology  
One College Avenue  
Williamsport, PA 17701

## **Part-time and/or Substitute Instructors, Dental Hygiene Clinic**

### **Reports to:**

Director of Dental Hygiene

### **Duties and Responsibilities:**

The Instructors will assist students and supervise/evaluate student performance in the Dental Hygiene Clinic. Specifically, they will:

- Supervise and evaluate clinical performance of dental hygiene students. (Essential)
- Counsel students on individual progress. (Essential)
- Maintain accurate written records of student performance. (Essential)
- Maintain office hours according to contractual agreement. (Essential)
- Attend department meetings as requested. (Marginal)
- Assist in clinic operations. (Marginal)
- Maintain a high degree of confidentiality with regard to any and all information as a direct or indirect result of job responsibilities/job functions. (Essential)
- Perform other appropriate job-related duties as assigned by the Director. (Marginal)

### **Qualifications:**

#### **Minimum**

- \*Registered Dental Hygienist with eligibility for a Pennsylvania license.
- \*Bachelor's Degree in Dental Hygiene or related discipline.
- \*Two (2) years of experience, equivalent to three (3) days per week or more, in a dental hygiene practice.
- \*Good oral and written communications skills.
- \*Interpersonal skills necessary to deal effectively and courteously with students, faculty, staff, and the public.
- \*Sensitivity to the expectations of students, faculty, and staff.
- \*Must be certified in CPR.
- \*Demonstrated sensitivity to diversity and multicultural issues.
- \*Must possess a current Hepatitis B vaccination with willingness to maintain.
- \*Finalists must present a sample lesson.
- \*Candidates for teaching positions must be fluent in the English language (oral and written) - English Fluency in Higher Education Act. (Pennsylvania Senate Bill 539/Act No. 76).
- \*All candidates for positions will be required to complete a mock clinical session, which will include clinical instrumentation, and a question and answer session.
- \*Background check will be required on selected candidate(s).

#### **Desired**

- \*Three (3) years of full-time recent experience in a dental hygiene practice.

**Special Job Features:**

\*Frequent and quick movement from one student station to another is required.

**Conditions of Employment:**

Federal law requires all employers to verify the identity and employment eligibility of all new hires and the completion of an Employment Eligibility Verification (Form I-9) by the candidate and the employer. Any offer of employment shall be contingent on the applicant's timely production of required documentation to verify identity and employment eligibility. If you cannot or will not be able to produce the required documentation, we cannot consider your application.

If you are currently receiving an annuity from the State or Public School Employees' Retirement System, employment at Pennsylvania College of Technology may affect your annuity status. If you are currently a member of either the State or Public School Employees' Retirement System you may be required to contribute into the System.

**Rate of Pay:**

The part-time rate for 2009/2010 will be the greater of \$865 per credit or \$578 per contact hour, prorated for student enrollment under seven.

The approved substitute pay rate is currently \$36 per hour during the first week of substituting and the prorated part-time teacher rate for consecutive substitute assignments that exceed one week.

**Starting Date:**

Part-time and/or substitute instructors are needed to teach daytime and evening courses for the Spring 2010 semester, which starts January 11, 2010, and to add to our adjunct instructor pool.

**Deadline for Application:**

Applicants must submit a completed College Application for Employment AND a letter of interest and resume to: Human Resources, Pennsylvania College of Technology, One College Avenue, Williamsport, PA 17701. Position will remain open until suitable candidates are identified. Please include title of position on your application form and in your letter of interest. Penn College is committed to affirmative action, equal opportunity, and the diversity of its workforce. For further information on this position call (570) 327-4770. Information on additional Penn College employment opportunities can be obtained by calling the Position Openings Hotline at (570) 327-4535 or extension 4535.

*Look for more information about Penn College  
on the Internet at [www.pct.edu](http://www.pct.edu).*