J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of programs and services to the residents of the City of Richmond and five surrounding counties. Annually, our three campuses serve over 19,000 credit students and provide training for an additional 11,000 students through the Community College Workforce Alliance. During our 44-year history we have educated more than 300,000 people in the Richmond area. Additional information is available at the College’s Website: www.reynolds.edu.

Reynolds is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. The position will be assigned to the School of Nursing and Allied Health, Downtown Campus, 700 E. Jackson Street.

**DENTAL ASSISTING INSTRUCTOR/PROGRAM HEAD**

(POSITION NO. FO049)


**QUALIFICATIONS REQUIRED:** Bachelor’s degree from an accredited college or university in a field related to Dental Assisting. At least two (2) years of occupational experience in dental assisting. Must have current Dental Assisting National Board “Certified Dental Assistant” credential, or a licensed dental hygienist with a current “Certified Dental Assistant” credential, or be dentist licensed to practice dentistry in the Commonwealth of Virginia; and must have occupational experience in the application of four-handed dentistry principles, either as a dental assistant or working with a chairside assistant. Candidate must have current knowledge of instruction in educational theory and methodology, consistent with teaching assignment, e.g., curriculum development, educational psychology, test construction, measurement and evaluation and be familiar with accreditation processes. Current CPR certified. Demonstrated ability to operate a personal computer using Microsoft Office software. Demonstrated ability to communicate effectively, both orally and in writing. The selected candidate must be able to pass the college's pre-employment security screening.

**QUALIFICATIONS PREFERRED:** Post-baccalaureate or master’s degree preferred. Ten or more years of occupational experience in dental assisting or application of four-handed dentistry and previous experience teaching. Working knowledge of budget preparation, fiscal administration, curriculum development, faculty recruitment and supervision, teaching assignments and class schedules, student admission criteria and advising, and responsibilities to maintain Commission on Dental Accreditation (CODA) accreditation compliance and documentation. Previous management experience and program development. Experience with CODA self-studies and site visits. Demonstrated ability to incorporate technology routinely into instructional and faculty responsibilities. Demonstrated ability to work with diverse populations in an urban setting. Experience with Blackboard, PowerPoint, Excel, PeopleSoft, and Student Information System (SIS) systems.

**POSITION RESPONSIBILITIES:** The primary responsibility is teaching in the classroom and program management. Faculty loads are normally scheduled on an average of fifteen (15) credit hours per semester. Office hours, advising and collateral duty assignments are maintained. Management of certificate and high school dual enrollment programs. Development of a Level II program and working with other VCCS schools for program development. Completion of all college and CODA reports, scheduling of classes, instructor evaluations, student enrollment, and all other full-time faculty and program head responsibilities required by the college.

**APPLICATION PROCESS:** Application reviews will begin NOVEMBER 3, 2016. Applications will be accepted until the position is filled.

**CONTACT INFORMATION:**
Emily Duncan, Senior Recruiter
Phone: (804) 523-5874  Email: eduncan@reynolds.edu

To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website https://virginiajobs.peopleadmin.com. For full consideration, the cover letter, curriculum vitae, and unofficial undergraduate and graduate transcripts must be received with the online application. If you are invited for an interview, three current (within one year) letters of recommendation relevant to this position can be provided to the committee on the day of the interview, or must be received in the Office of Human Resources prior to the interview day. Official transcripts must be received in the Office of Human Resources prior to the first day of employment.

J. Sargeant Reynolds Community College does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor in its employment opportunities, programs, services, and activities. Employment-related inquiries regarding the college’s nondiscrimination policy should be addressed to: EEO Officer, EEO@Reynolds.edu.