

Position Title: Program Director
Division: Allied Health
Department: Dental Hygiene
Reports to: Dean of Division of Allied Health and Provost

Position Summary: The Program Director of an academic program is a faculty member who is distinguished by the leadership qualities as the chief representative of a program. The Program Director has a special responsibility to build a program strong in scholarship and teaching and to assist the Provost and Division Dean in creating a culture of data-informed decision-making, strategic planning, and assessment relevant to their program, and for moving the program forward with innovative and relevant curriculum and program development in all modalities. The Program Director is expected to keep constituents, including adjunct, part-time, full-time and staff, informed of all relevant meetings and information shared by the Dean and the Provost. Program Directors are responsible for maintaining ongoing Commission on Dental Accreditation (CODA) as well as preparing and filing annual program reports, including the annual CODA report.

General Responsibilities / Accountabilities:

1. Directs the program of instruction- Ensures overall Program meets the expectations of the Provost and Division Dean.
2. Strengthens, develops and evaluates program offerings, curricula and courses. Curricula and courses reflect ongoing improvement and strengthening.
3. Prepares and teaches selected courses. Classroom results are effective as reflected in student/teacher evaluations and results of peer review and division dean evaluations.
4. Maintains inter-program relations and cooperate with other program directors in their effort to coordinate and to improve the instructional programs of the College.
5. Approves program course syllabi ensuring a standardized format and forward one copy of each overview to the Allied Health Division administrative assistant.
6. Orients, supervises and mentors new full-time and adjunct program faculty, including approving course overviews and course content. Review student evaluation forms (full-time and adjunct) and conduct classroom observations of adjunct faculty including follow up as needed.
7. Conducts timely and productive meetings with the advisory board.
8. Serves as academic advisor to matriculated program students. Performs advisory activities as per Manor College academic advisor position description.
9. Supervises students on externship, coordinate with externship supervisors, ensures extramural rotations are relevant and enhance students' learning experience.
10. Encourages faculty members to continue their professional development and participate in their professional organization, are currently involved in ongoing professional development activities and in compliance with PA State Board of Dentistry continuing education requirements for licensure.
11. Prepares, review and revise accurate and up to date materials for the College catalog and website that are pertinent to the program.

12. Recommends program faculty for appointment, re-appointment and non-appointment (full-time and adjunct) to the Provost.
13. Assists in grant writing to improve equipment, courses, library holdings, etc. Complies with requests for information by grant writers.
14. Plans and conducts meetings with program faculty as per CODA requirements and post meeting minutes in Canvas. Minutes are complete, timely, and indicate that meetings are productive. Faculty coordination and calibration in academic and clinical areas is ongoing. Faculty are kept informed of Division and College developments, activities and events. Faculty are in compliance with College policies and procedures (attendance tracking, grade submission, survey completion, etc).

Other General Responsibilities / Accountabilities:

1. Recommends teaching assignments for full-time and adjunct faculty. Recommendations are sound and accepted.
2. Evaluates Program equipment and library holdings pertinent to the Program; recommend books and periodicals for library purchase. Program equipment is up-to-date and supports effective teaching techniques. Library holdings are adequate, current and support student research needs.
3. Participates in recruitment activities for admissions, including interviewing applicants, participating in open houses and information sessions, planning and participating in career days, and reviewing applicants' admissions files. Recruiting efforts are acceptable.
4. Works with the Provost in determining the annual program budget and administer the same. Budgets are adequate to support the program. Expenses are within budget on an annual basis.
5. Develops the program's goals and objectives. Program goals are reviewed and updated as needed supporting the division and institutional goals.

Dental Hygiene Program Director Responsibilities / Accountabilities (Program Specific)

1. Commission on Dental Accreditation: Establishes and maintains a program which is consistent with CODA guidelines. Didactic and clinical components of the program meet established standards. Annual reports are accurate, completed, and submitted by designated deadline. Accreditation self-study and curriculum documents are prepared and submitted to the Commission on Dental Accreditation according to the schedule established by the American Dental Association. Prepare DH/CODA records/reports: Reports include: Course pass/fail record, Course outcomes grid summary report, Attrition record, National Dental Hygiene Board results record, CDCA MTCE & CSCE Board results records, Community Service record, Guest speaker presentations record.
2. Dental Health Center Collaboration: Coordinates planning with Dental Health Center Budget Coordinator and EFDA Program Director. Meets with Dental Health Center and

EFDA administrators and staff as needed to ensure coordination and cooperation for all dental hygiene needs and oversight of students in DHC.

3. Provides DH Clinic Coordinator / DHC front desk manager with information needed for preparing the student appointment books each semester.
4. Coordinates dedicated classroom and lab use with EFDA Program Director.
5. Contracts clinical supervising dentists and dental hygiene clinical faculty. All clinical rotations are covered. Dentists and DH faculty are under contract by the beginning of the semester. Orient, calibrate and arrange mentoring sessions for new clinic faculty. Schedule and staff clinic make-ups for any canceled sessions to ensure CODA-required clinic hours are met.
6. Oversees the administration of the dental hygiene clinical facility by the DH Clinic Coordinator ensuring: The clinical facility and equipment are maintained in peak condition, Facilities and equipment are adequate for program needs, and OSHA compliance/Infection Control Standards are met.
7. Collaborates with the DH Clinic Coordinator in planning/adjusting clinic requirements, number of sessions/hours, activities and meetings, Requirements are appropriate and attainable based on previous data, Sessions for A and B sessions are even.
8. Develops a schedule for hygiene courses and labs which are integrated with the clinical components of the program. Class/laboratory/clinic schedule is submitted by the designated due date.
9. Extramural Clinical Rotation Sites: Administrate extramural affiliate clinical rotation sites. Ensures extramural clinical rotation program is consistent with and enhances on-site clinical program. Draft / maintain / update formal articulation agreements with rotation sites as required by CODA. Coordinate with on-site supervisor: draft and confirm student schedule, address issues that arise including: student performance, on the job injuries, schedule revisions, etc. Orient students to extramural clinical programs: review policies, procedures protocols and student expectations review required rotation activity documentation [reports and evaluation submission guidelines] Evaluate rotations on an ongoing basis to ensure quality, relevance and continuing student benefit. Investigate new enrichment rotations to further enhance the student's clinical growth and development.
10. Oversees community outreach activities conducted by the Community Dentistry course instructor. Students gain experience in working with special population groups as required by ADA accreditation guidelines. Ensures community outreach reports are completed and submitted by the designated due date.
11. Develops and administers student enrichment programs to ensure all students are exposed to all aspects of dentistry as required by CODA accreditation guidelines.
12. Patient Care: Establishes a broad based clinical patient pool. Numbers of patients available are sufficient to ensure students adequate learning experiences. Diversity in patient case types is adequate. Conducts a formal system of quality assurance for patient care. Monitors patient satisfaction with their dental hygiene clinic experience as per Patient Satisfaction Survey results. Interfaces with patients as need arises.

13. Clinical Advising: Oversees clinical advising program, Assigns students to clinical advisors, Promotes calibration of clinical advisors. Meets with clinic advisors at close of each semester to gather data and statistics required for ongoing clinical program evaluation and assessment. Tracks incomplete requirements; processes grade changes when requirements are completed. Compiles, reviews and evaluates data and prepares reports required for program outcomes assessment.
14. Ensures student and faculty compliance with mandatory health and educational requirements which are prerequisites for clinical practice in Manor's clinic and academic program. Tracks, records and maintains current required documentation files for all faculty and students.
15. Maintains good public relations for the Dental Hygiene Program.
16. Meets with prospective students as per Admissions protocol.
17. Program Handbooks/Manuals: Maintains the current Dental Hygiene Faculty Handbook. Reviews and updates the DH Clinic Handbook annually in collaboration with the DH Clinic Coordinator. Provides and reviews appropriate sections of the handbook with new hire faculty. Collaborate with the DH Clinic Coordinator in the development, evaluation and revision of operational manuals. OSHA Manual, Departmental Inventory Log, Patient Survey records, medical emergency drill records, etc. are updated and reviewed on a routine basis.
18. Assists in preparation for the annual Convocation Awards Ceremony. Solicits awards from corporate and professional sponsors. Conducts faculty nomination and voting process for dental hygiene award recipients.
19. Collaborates with the DH Clinic Coordinator in planning and conducting orientation programs. Incoming freshman orientation events are held annually. Late acceptance students are oriented by the DH Program Director on an individual basis. Clinic orientation sessions are held at the beginning of 2nd, 3rd and 4th semesters for DH students.
20. Student Kits: Place and process student instrument kit orders and to ensure best pricing. Checks all kit orders prior to distribution, resolves issues as needed, submits payment processing requests to DHC Financial Coordinator.
21. Textbooks: Oversee textbook review and selection process. Collect textbook information from course instructors prior to the beginning of each semester. Disseminate required book list information to DH students
22. Liaison and direct coordination with dental hygiene board examination agencies: National Dental Hygiene Board Examination (NBDHE) agency, Commission on Dental Competency Assessment (CDCA) agency, and with clinical board location site supervisor.
23. Approves students' candidacy for NBDHE and CDCA board examinations.
24. Liaison with PA State Board of Dentistry: Certifies student graduation from CODA accredited DH Program required for Dental Hygiene licensure. Completes/signs state licensure documents for program graduates
25. Addresses/resolves faculty and student issues/grievances.

26. Ensures faculty support for the attainment of program goals and objectives.
27. Maintains public relations with dental and dental hygiene professionals.
28. Connect with: corporate dental educational representatives, dental and dental hygiene professional organizations. All vendors/manufacturers to support student/program needs, uniform suppliers to select uniforms and supplies, and Herff Jones Company to facilitate DH pin orders annually.
29. Invites community dental professionals to present educational seminars for students and faculty.
30. Curriculum: Conducts a formal, ongoing system of curriculum management as CODA requirements. Serves as the Dental Hygiene Curriculum and Outcomes Assessment Committee Chairperson. Plans and coordinates all DH curriculum management activities designated as Program Director responsibilities in the Dental Hygiene Curriculum Management Plan. Conducts ongoing curriculum review and course evaluation as per the DH Curriculum Management Plan. Ensures Coordination of instruction among program faculty as well as between dental hygiene faculty and other faculty who teach dental hygiene students. Monitors, investigates and incorporates emerging technology into the DH curriculum. Coordinates, administers and reviews all evaluations and surveys used in the curriculum review process: course inputs, general curriculum inputs, graduate exit surveys, faculty reports, alumni surveys, employer surveys, patient surveys, etc.
31. Assessment: Demonstrates program effectiveness using a formal, ongoing planning and assessment process that is systematically documented as required by CODA. Maintains the program plan and ensures that program goals and objectives are: consistent with the Division and College's goals and objectives appropriate to dental hygiene education. Gather information/data from all stakeholders. Prepares all statistical records and reports program goals and objectives are met. Maintains the competencies assessment tracking system. Assesses outcomes, including measures of student achievement. Uses the results for ongoing curriculum and program improvement.

Application Deadline:

For consideration, please submit 1) Cover Letter, 2) Resume, 3) Three Professional References with email and phone numbers, by email to: jobs@manor.edu.

Confidential screening of applications will continue until the position is filled.

Equal Opportunity Statement:

Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore, the College provides equal opportunity for all regardless of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service or any other status protected by law.