

Clinical Coordinator – Expanded Functions Dental Assistant Program

The Expanded Functions Dental Assisting (EFDA) Program Clinical Coordinator is a full-time, 12-month faculty position responsible for the comprehensive oversight of both the educational and clinical components of the EFDA Program. This role ensures high-quality instruction by maintaining compliance with state board requirements, continuously enhancing didactic and clinical teaching, and implementing effective instructional strategies that support student learning and program success.

The Coordinator upholds program standards through ongoing adherence to American Dental Association Commission on Dental Accreditation (CODA) guidelines, manages all aspects of clinical rotations, and provides academic mentoring to students within the Allied Health & Sciences Division. This position plays a key role in sustaining program excellence, operational efficiency, and student achievement.

JOB TYPE: Full Time, Exempt

REPORTS TO: EFDA Program Director

WORK SCHEDULE: Monday thru Friday, Occasional Evenings/Weekends for Open Houses & On Campus Activities

QUALIFICATIONS:

- Bachelor's Degree
 - Master's Degree, Preferred (Education, Health Science or related field)
 - A doctoral degree in dentistry (DDS or DMD) from an accredited institution is an acceptable and highly qualified alternative.
- Current Pennsylvania EFDA License OR a valid Pennsylvania Dentist License (DDS/DMD).
- Current CDA (Certified Dental Assistant) by DANB.
- Current CPR and Mandated Reporter Certificate.
- Minimum of 2 years of EFDA or clinical dentistry private practice experience.
- Didactic and clinical teaching experience, preferred.
- Demonstrated background and current knowledge in dental assisting and the specific subjects of the teaching assignment (e.g., curriculum development, educational psychology, test construction, and evaluation). Excellent attendance and punctuality; professional demeanor, customer service-oriented skills.
- Ability to interact courteously and patiently with colleagues, staff, students, parents and visitors in person and by phone.
- Ability to multi-task and work with interruptions; ability to work efficiently, be detail-oriented, and organized with minimum supervision are required.

DUTIES AND RESPONSIBILITIES:

ADMINISTRATIVE:

A. Coordinate the educational and clinical components of the EFDA Program:

1. Ensures the OSHA Manual is current and maintained according to standard protocols.
2. Ensures all clinical and safety manuals are current and maintained.
3. Implements and oversees risk prevention systems, ensuring adherence to all government and professional regulations.
4. Maintains ongoing CODA accreditation and ensure program compliance.
5. Identifies clinical management issues and report them promptly to the Program Director.
6. Collaborates directly with the Program Director to resolve complex issues that cannot be handled independently.
7. Procures award/scholarship funds for Convocation from vendors.

B. Participate in College-Wide Activities:

1. Ensures participation results in measurable and productive outcomes for the program.

INSTRUCTIONAL AND FACULTY DUTIES:

A. Support the Program Director in Curriculum Planning and Evaluation:

1. Fulfills all teaching responsibilities as outlined in the employment faculty contract.
 - Employs sound and effective teaching methods and techniques.
 - Maintains high performance standards as reflected in evaluations.
 - Regularly updates the curriculum to reflect current trends and changes within the dental profession.
2. Delivers required semester-end assessment outcomes for all assigned courses to the Program Director.
3. Oversees and promotes EFDA Program Community Service projects with students.
4. Provides comprehensive mentoring and academic advising to EFDA and Allied Health Program students.
 - Delivers strong, impactful guidance to students.
 - Ensures student performance reflects the quality of guidance provided.
 - Adheres strictly to the guidelines established in the Manor College handbooks.
5. Maintains contractually required office hours for student consultations.
 - Clearly post advising hours on the office door and within all course syllabi.
6. Conducts interviews for prospective EFDA students and assist the Admissions Office with recruitment efforts.

CLINICAL DUTIES:

A. Supervises and Optimizes Clinical Rotations:

1. Provides a minimum of 12 hours of clinical supervision per week in each semester:
2. Oversees clinical rotation scheduling and provide instructional supervision to students.
 - Ensures students complete an adequate number of clinical operative procedures.
 - Calculates and posts student evaluation sheets on a weekly basis for review.
 - Records weekly clinical grades and ensure all clinical forms are filed correctly in student records.
 - Conducts bi-weekly competency meetings with each student.
 - Posts sophomore requirements weekly to assist instructors in making appropriate student assignments.
 - Provides appropriate student clinical assignments
3. Coordinates laboratory cases: receive cases from the front desk receptionist and organize them within the designated bins in the clinic office.
4. Inventory Control
 - Conducts a weekly audit of clinical supplies.
 - Maintains a "To Be Ordered" procedure/log in the clinic for students to report low stock.
 - Ensures clinical and instructional supplies are readily available as needed.
 - Maintains the cleanliness and organization of the clinic, lab, and supply closets (utilizing student assistance as part of their practical training).
5. Equipment Maintenance
 - Monitors and cleans the autoclave and Statim units.
 - Monitors and maintains weekly units and equipment. *Please Note: Students may assist with these tasks under direct supervision as part of their training.*
 - Schedules maintenance service calls as necessary to ensure equipment functionality.
 - Promptly notifies the Program Director of any required equipment repairs.
6. Promotes and upholds Manor's Catholic Basilian Mission.
7. Complies with the Policies and Procedures of Manor College.
8. Assists with other related duties as directed by the Program Director, Dean of Division of Allied Health and Provost

ADDITIONAL INFORMATION:

Background checks will be completed as required by law or Manor College policy and procedures.

TO APPLY:

Qualified individuals should email their resume including a cover letter to the attention of Human Resources at 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.