



Position Announcement April 2025

Position:	Dental Hygiene Instructor
Position Status:	Full time
Application Deadline:	Open Until Filled
Primary Work Location:	Warner Robins Campus (other locations as needed)
Projected Work Schedule:	40 hours per week / 12 calendar months per year

A review of completed application packets may begin upon receipt. Interviews of qualified candidates may begin following the review; the position may close at any time following April 16, 2025 based on candidate selection(s).

Position Summary:

This position is responsible for managing and providing leadership for the Associate Degree in Dental Hygiene program. Job responsibilities also include classroom and clinical/laboratory instruction and evaluation of student performance. The instructor must possess the ability to teach all phases of the curriculum. Demonstrates the use of appropriate teaching techniques; use of appropriate testing and grading procedures including proper maintenance of grade books and any other record-keeping required; effective use of oral and written communication skills; and knowledge of current in-field procedures. Prepares syllabi and lesson plans, maintains program requirements, attend/complete all professional development training; meet with students and college personnel to discuss students' instructional programs and other issues. Evaluates student progress in attaining goals and objectives. Completes all reports, records and invoices in a timely manner and maintains accurate inventory of all assigned properties. Maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. Position may involve teaching traditional day and/or evening classes or online classes and will require travel within the college's service area and additional travel as needed. This position reports directly to the Program Chair of Dental Hygiene.

Major responsibilities may include, but are not limited to the following:

- Teaches dental hygiene courses as necessary in a classroom/lab/clinical environment.
- Supervises Preclinical and Clinical/work-based learning experiences for students. Assists in ordering clinic supplies, and maintaining/submitting all pre-clinic and clinic lab grades.
- Assists with the development of short- and long-range plans for the program, including development of program outcomes and related budget requests and assessment of student learning outcomes. Recommends program improvement initiatives.
- Assists with maintaining program accreditation with the Committee on Dental Accreditation (CODA).
- Monitors enrollment within program. Coordinates recruitment efforts with the Program Chair, Division Head, Dean, and Student Services personnel.

- Assists Program Chair with scheduling of classes each term. Monitors course offerings and recommends changes to keep the program current.
- Coordinates the development of course outlines and materials within the assigned area (Syllabi, textbook selection, supplementary instructional material, etc.).
- Supervises lab facilities for proper use, safety, security and maintenance.
- Reviews need for equipment, supplies and instructional materials and recommends purchase; verifies equipment inventories.
- Recommends and/or informs Program Chair and/or Division Head and/or Academic Affairs Dean of disciplinary matters related to program personnel and/or students.
- Responsible for academic/career advisement of program majors. Takes leadership role in advising students concerning admissions and graduation requirements and procedures. Assists students, employers, and placement office with job placement.
- Completes all assigned trainings in a timely manner.
- Other responsibilities as assigned.

Minimum Qualifications: *Must upload transcripts which show conferred educational degrees and document qualifications in the employment history:*

- Earned Associate's degree in Dental Hygiene from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education, and be a graduate of a dental hygiene program that is accredited by the Commission of Dental Accreditation (CODA).
- Must have demonstrated progress toward a Bachelor's degree to be completed by August 2027 from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education.
- Documented active Dental Hygiene license in the state of Georgia in good standing.
- Documented active BLS/CPR card.
- Must have documented two (2) years clinical dental hygiene experience within the past seven (7) years.

Preferred Qualifications: *Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:*

- Documented teaching experience at the postsecondary level
- Earned Bachelor's Degree or higher in Dental Hygiene or a related field from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education.

Projected Work Hours/Location:

This position generally works normal day hours of 7:45 a.m. to 4:45 p.m. Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Friday. Additional hours or a flexible schedule to include evenings may be required as needed. Position will be housed on the Macon campus with rotations to the Warner Robins campus, as well as travel to any of the locations within the College's service area as needed. This position will work all 12 calendar months per year and at 40 hours per week.

Teaching assignments may include teaching, and required travel, to one or more campus/clinical site locations, and may include a combination of face-to-face and distance instructional delivery methods. Faculty may be assigned to any campus/site based on the business needs of the college.

Salary / Benefits:

The selected candidate can expect a contingent offer with an annual gross salary of mid to upper \$50s; actual salary to be determined by the candidate's highest qualifying degree and related experience based on meeting published minimum and preferred qualifications. Position is eligible for state benefits to include retirement, insurance, leave accrual and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

Application Procedure:

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. CGTC does not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, meeting the minimum and preferred qualifications based on the educational history, employment skills presented under job duties in the application system against the published job announcement. A completed application packet consists of the following:

1. A completed CGTC electronic application in the CGTC application portal. Resumes are not accepted in lieu of the CGTC electronic application. If submitted as supporting documentation it will not be considered in the applicant evaluation.
2. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements (*grade reports and diploma copies are not accepted in lieu of transcripts*)
3. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit a HSD/GED transcript documentation as part of the application process
4. Non-photo license(s) and/or certification(s) which fulfill the minimum, and if applicable the preferred qualifications stated in the job announcement

Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information concerning our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or via email to cdominy@centralgatech.edu.

All applicants are subject to the following applicable pre-employment screenings:

Criminal History Records

Motor Vehicle Records

Employment References

Pre-Employment Drug Test

Fingerprint Records

Credit History Records

Psychological Screening

Medical Examination

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from the participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Central Georgia Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Athletics and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: [cajohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu).

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.