

San Diego Community College District

CLASSIFICATION DESCRIPTION

Page: 1 of 3
Job Code: J1902
Original Date: 01/1991
Last Revision: 05/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 23

Title: Instructional Lab Technician / Dental Health

Unit: Office Technical

DEFINITION

Under the direction of an instructor or assigned supervisor or manager, assist in the instructional program by performing complex technical work in an instructional laboratory environment in the subject of dental health.

DISTINGUISHING CHARACTERISTICS

The Instructional Lab Technician class is distinguished from the Instructional Assistant class in that positions assigned to the class of Instructional Lab Technician oversee a complex instructional laboratory for an academic or vocational area and must possess extensive technical or academic training and experience in the field of specialty. Under the direction of an administrator or specified faculty member, incumbents work independently and provide work direction and training to Instructional Assistants and/or student assistants.

EXAMPLE OF DUTIES

1. Oversee the operation and maintenance of an instructional laboratory environment in the subject of dental health; train and provide work direction to instructional assistants and student assistants.
2. Assist instructors, staff, and students in the use of a variety of equipment, materials, and supplies found in a dental assisting laboratory
3. Prepare and issue materials and equipment for student use; maintain records of materials and equipment.
4. Order, receive, catalog, and store supplies, materials, and equipment; maintain inventories, ensuring that adequate quantities are available for timely instructional use; mark equipment with approved identification.
5. Prepare instructional materials and equipment for instructor demonstration and student laboratories as requested according to approved procedures.
6. Test, adjust, maintain and make minor repairs on equipment in the laboratory.
7. Maintain laboratory and/or storeroom in a safe, clean, and orderly condition.
8. Provide technical assistance in the preparation of specifications for equipment and material purchases; recommend selection of equipment as requested; may interview vendors to assess new equipment and supplies.
9. Assist in the preparation of the laboratory budget; maintain and monitor dental assisting program records and reports, including budget expenditures and student examinations.
10. Serve as liaison between radiology patients and instructor to schedule appointments, collect monies for service, and deliver monies to authorized receiving officer; return all incoming telephone calls that pertain to the Program.
11. Collect, prepare, and maintain information for student program records; monitor students during laboratory/clinical assignments; record test results.

12. Assist instructor and students in preparing and maintaining records for professional (dental assisting) licensing examination; assist instructor and students with preparation of applications for Registered Dental Assistant examination and prepare applications for mailing.
13. Assist program director in preparation and maintenance of records as required by the State Board of Dental Examiner for issuance of certificates and licenses.
14. Collect and maintain program data for use in annual surveys conducted by State and national agencies; maintain listing of local dentists interested in and/or participating in the externship part of the program.
15. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Computer records management.
- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Principles and practices of work direction and training.
- Principles, practices, procedures, and equipment found in a community college dental assisting laboratory.
- Record-keeping techniques.
- Safety regulations involved in handling equipment and apparatus used in a dental assisting laboratory/clinic.
- Technical aspects of dental health.

Skills and Abilities:

- Assemble, maintain, and repair laboratory equipment.
- Assist students in understanding and applying principles of dental health.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Explain work assignments to students.
- Demonstrate competence in the field of dental health.
- Ensure the care and security of assigned equipment, materials, and supplies.
- Issue and receive equipment and supplies.
- Learn and apply techniques of precise measurement and notation.
- Make simple arithmetic calculations.
- Maintain equipment at a high state of operation.
- Maintain records and prepare reports.
- Meet schedules and time lines.
- Plan and organize work.
- Relate effectively with people from varied cultural and socio-economic backgrounds.
- Train and provide work direction to others.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Work independently with little direction.

Training and Experience:

- Any combination of training and experience equivalent to: satisfactory completion of an approved dental assisting program with at least 15 semester units of course work, registration as a dental assistant, and at least two years of successful work experience in a related field. Experience in an instructional setting is desirable.

Licenses/Certificates:

State Registered Dental Assistant
California Dental x-ray license
Coronal Polishing certificate
C.P.R. certificate
Ultrasonic Scaler license
ADAA Certified Dental Assistant license is desirable.

WORKING CONDITIONS

Physical Requirements:

Category II

Environment:

Favorable, involves an instructional laboratory setting. May be exposed to fumes from chemicals.