

# JOB DESCRIPTION

# PATERSON BOARD OF EDUCATION

**COORDINATORS - EDUCATIONAL**  
**1811 Coordinator of Dental Health Services**  
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## **REVISED**

**JOB TITLE:** COORDINATOR OF DENTAL HEALTH SERVICES

**REPORTS TO:** Director of Student Support Services

**SUPERVISES:** Dental Personnel

### **NATURE AND SCOPE OF JOB:**

The Coordinator of Dental Health Services administers a comprehensive dental health program for school children including clinical, preventive and educational programs.

### **QUALIFICATIONS:**

The Coordinator of Dental Health Services shall:

1. Hold an Undergraduate Degree in Dental Hygiene or Allied Health from an accredited college or university.
2. Hold a Master's Degree in Community Health Education or School Health Education or Public Health from an accredited college or university.
3. Be licensed and registered to practice Dental Hygiene in the State of New Jersey.
4. Hold a valid driver's license with no serious violations.
5. Have at least five (5) years excellent dental health experience, preferably with students who need remedial and supplementary services.
6. Demonstrate excellent organizational skills and the ability to motivate people.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Demonstrate an understanding of the regulations regarding dental health.
9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations and telecommunications.

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12. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that there have not been any convictions of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
15. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

#### **VERIFICATION OF COMPETENCY:**

1. District Application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching performance.
4. Official college transcripts.
5. Employment interview.

#### **EMPLOYMENT TERMS:**

The Coordinator of Dental Health Services shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits, and leave time as negotiated.
3. Conditions established by laws and codes of the State, and the policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

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#### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Coordinator of Dental Health Services shall:

1. Plan, implement, and evaluate dental health education and promotion activities, i.e., Dental Health Month, Crest Program, Annual Poster Contest, and other special activities as determined to be feasible.
2. Provide ongoing technical assistance to school personnel as deemed necessary and appropriate, i.e., In-service training, materials, and audio-visual resources, etc.
3. Plan, implement, and evaluate prevention activities with specific attention to the school based fluoride mouth rinse.
4. Supervise and instruct Dental Hygiene students during their rotation at the Dental Center.
5. Instruct the Dental Assistant Training Program students.
6. Manage Dental Center's daily operations including the following specific areas; personnel, supplies, equipment, and patient-school relationships.
7. Prepare necessary reports and documentation as needed.
8. Prepare necessary correspondence as needed.
9. Initiate and maintain relationships with organizations and agencies that contribute to the success of the overall program, i.e., Passaic County Dental Society, Paterson Health Department, etc.
10. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
11. Attend required staff meetings and serve, as appropriate, on staff committees.
12. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
13. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
14. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.

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15. Perform any duties that are within the scope of employment and certifications, as assigned by the Assistant Superintendent, Principal or supervisor and not otherwise prohibited by law or regulation.
16. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies, regulations and procedures, and contractual obligations.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

#### ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.

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5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

### **EVALUATION:**

The Director of Student Support Services shall evaluate the Coordinator of Dental Health Services in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

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Approved

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Date