

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

**CHILD STUDY TEAM/COUNSELOR
/MEDICAL PERSONNEL
3219 Dental Assistant
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JOB TITLE: DENTAL ASSISTANT

REPORTS TO: Coordinator of Dental Services

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

The Dental Assistant performs a variety of patient care, office, and laboratory duties. They work chairside as dentists examine and treat students. They make students as comfortable as possible in the dental chair, prepare them for treatment, and obtain dental records. The Dental Assistant hands instruments and materials to dentists, and keeps students mouths dry and clear by using suction or other devices. The Dental Assistant also sterilizes and disinfects instruments and equipment, prepares tray setups for dental procedures, and instruct students on general oral health care.

QUALIFICATIONS:

The Dental Assistant shall:

1. Have graduated from a Dental Assistant Training Program that is accredited by the American Dental Association.
2. Be licensed as a Dental Assistant by the State of New Jersey.
3. Hold an X-Ray license to take dental intra-oral x-rays.
4. Hold and maintain a valid driver's license with no serious violations.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Demonstrate the ability to communicate effectively in English, orally and in writing, using proper grammar and vocabulary.
8. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
9. 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.

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10. 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 the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
11. 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..
12. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
13. 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 letters of reference from former employers, teachers, or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Dental Assistant shall be employed under the following terms:

1. Work year of eleven months.
2. Salary, benefits, leave time and conditions as specified in the Collective Bargaining Agreement.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Dental Assistant shall:

1. Take and transcribe medical-dental dictation in accordance with the prescribed routine.
2. Type dental records.
3. Record, analyze, and classify dental reports, records, and information in accordance with standard nomenclature.
4. Prepare reports of limited complexity.
5. Answer routine inquiries and composes replies to routine correspondence.

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6. Refer errors and irregularities to superiors.
7. Maintain, classify, index and cross reference records and files.
8. Sterilize, maintain instruments, and operatory infection control.
9. Maintain inventory of dental supplies and instruments.
10. Prepare instrument trays.
11. Instruct students on proper oral hygiene and post-treatment care.
12. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
13. Participate in appropriate in-service and workshop programs and attend any required meetings.
14. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
15. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
16. Perform any duties that are within the scope of employment and certifications, as assigned by the Coordinator of Dental Services, and not otherwise prohibited by law or regulation.
17. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school 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.

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

EVALUATION:

The Coordinator of Dental Services shall evaluate the Dental Assistant in accordance with Policy No 4220, Regulation No. 4220, this Job Description and such other criteria as shall be established by the Board of Education.


Approved

12/10/03
Date