



Director of Special Needs Education California Northstate University College of Dental Medicine

POSITION TITLE: Director of Special Needs Education

REPORTS TO: Associate Dean for Academic Affairs

WORK SCHEDULE: 1.0 FTE, full time, exempt

CLOSING DATE: Open until filled.

POSITION SUMMARY:

The College of Dental Medicine, California Northstate University (CDM CNU) is seeking a Director of Special Needs Education to plan and prepare special needs facilities and operations and oversee predoctoral dental education didactic courses and clinical education as part of the Doctor of Dental Medicine (DMD) program. In addition, the Director will work with the Associate Dean for Research and Community Engagement in planning and implementing community programs that provide service/learning opportunities for dental students.

The Director of Special Needs Education reports to the Associate Dean for Academic Affairs and works closely with the Associate Dean for Clinical Affairs and Associate Dean for Research and Community Engagement.

RESPONSIBILITIES/ACCOUNTABILITIES:

- In conjunction with Associate Dean for Research and Community Engagement and the Associate Dean for Clinical Affairs will contribute to the design and establishment of the CDM facilities to serve people with special needs including the CDM surgical center and the CDM special needs clinic.
- Serve as course director for second year dental Special Needs Course.
- Establish the workflow and operations documentation for the CDM Special Needs Clinics including patient intake and care procedures.
- Supervise students providing clinical care for people with Special Needs.
- Work with the Associate Dean for Research and Community Engagement to establish working relationships and referral patterns with agencies in the Sacramento Region that serve people with Special Needs.
- Treat people and educate dental students and residents in care for people with Special Needs in the CDM surgical center, CDM hospital, and other facilities.



- Attend each weekly Grand Rounds presentations and apply or reference as much of the presented information as possible during the following week.
- Faculty are expected to stay current with evidence-based approaches to dentistry as well as teaching and learning, utilizing the resources provided by the College.
- Work with Dean and Accreditation team in all aspects of functions and activities including, but not limited to, gathering and presenting data relevant to demonstration of compliance with accreditation standards.
- Collate Student and faculty research activities, publications, grants, and other research activities relevant to demonstrate student and faculty research of the accreditation standards.

ADDITIONAL RESPONSIBILITIES

- Teaching and Learning modules for faculty are provided as part of the onboarding process, and all faculty must review this material in addition to other onboarding processes.
- Advise the College of Dental Medicine leadership on college-wide academic issues to assist in moving the institution to its vision of academic excellence.
- Establish a welcoming atmosphere to improve morale and to promote collegiality among the CDM community (e.g. students, staff, faculty, administrators, and patients).
- Become competent with our various software platforms (e.g. Canvas, CAMS, axiUm, etc.) to efficiently and independently use the aforementioned platforms.
- Attend course huddle preparation meetings of assigned courses.
- Supervise students in their individual group as the students complete assigned tasks.
- Be responsible for the attendance of students assigned, reporting concerning behaviors of attendance as appropriate.
- Maintain an open-door policy for students in need of mentoring or counseling, referring students to the appropriate authority as needed.
- Offer students guidance and direction in student progression by monitoring data on progress and performance.
- Determine individual student needs and time utilization and provide validation or recommendations for improvement.
- Coordinate the teaching and evaluation of professionalism and clinical practice management skills of the students.
- Evaluate each student's professionalism by confidentially reporting instances of misconduct, refusal to comply with established protocol, lack of professionalism, and/or disregard for the faculty direction to appropriate authority.
- Work with the College of Dental Medicine leadership to resolve issues when problems of professionalism are identified.
- Meet periodically with the College of Dental Medicine leadership.
- Develop a robust, educational skill set by collaborating with other faculty.
- When assigned the role of course director:
 - Develop curriculum and course materials.
 - prepare facilitator guides and conduct calibration/content meetings.



- respond to student questions and concerns related to the assigned course.
- meet with each student regularly to review their progress.
- meet with students having difficulty as needed.
- address problems of students in their group.
- Other tasks as assigned.

REQUIRED EDUCATION AND EXPERIENCE:

- DMD/DDS and eligibility for CA dental license. (Candidates with overseas dental licenses must also have a US DDS/DMD training or Specialty training in a CODA approved program).
- Documented training and experience in providing dental treatment for people with a wide variety of special needs and using various treatment modalities including hospital dentistry.

APPLICANTS SHOULD SUBMIT:

- Letter of interest and a teaching statement
- Recent anonymous student evaluations
- CV
- Names, addresses, and telephone numbers of at least three (3) professional references who can be contacted by the Hiring manager and who can speak to a broad range of candidate's professional equalisations.

Please send all correspondence and requested application material directly to cdm.jobs@cnsu.edu with the subject line "Director of Special Needs Education". Review of applicants will begin immediately and will continue until position is filled.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.