

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	DENTAL HEALTH COORDINATOR	2.8.21
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by coordinating the dental health services for Pre-K-12 students. Assesses school and student dental health needs, and monitors and evaluates services for students at school facilities and in the community. Supports and facilitates the community dental health network efforts of the Dental Health Solutions for Children Committee.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to and receives evaluation from Student Services Coordinator. Methods of performing tasks are usually left to the judgment of the employee with a supervisor giving occasional instructions and advice. Work is reviewed occasionally while in progress and upon completion.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Developing, implementing and evaluating dental health activities and programs for K-12 students; assessing community and student needs; developing and monitoring program budgets.

Facilitating dental professional and community involvement in citywide network efforts of the Dental Health Solutions for Children Committee, may be responsible for leadership role in this committee.

Negotiating agreements with dental professionals.

Integrating community and grant resources into the school setting; promoting projects and programs to the greater Salem-Keizer Community; developing and distributing program information; responding to questions regarding programs and the District.

Coordinating the Neighborhood Dentist Program for all elementary and secondary schools in Salem-Keizer School District; recruiting dentists for the Neighborhood Dentist Program; planning, scheduling and delivering training for school counselors, School Based Health Assistants and Community School Outreach Coordinators in the Neighborhood Dentist Program.

Planning, scheduling, monitoring and evaluating school-wide dental health presentations and screenings in elementary and, on occasion, secondary schools, arranging follow up dental van visits with Medical Teams International.

Salem-Keizer Public Schools
Dental Health Coordinator (continued)

Offering support and assistance in scheduling and arranging pre-natal and pre-K dental health prevention presentations and oral health screenings funded through auxiliary grants under Dental Health Solutions for Children.

Scheduling "Give Kids a Smile" clinics and Medical Team International van visits for all K-12 Salem-Keizer schools and agencies under the Dental Health Solutions for Children Committee, i.e. Boys & Girls Club. Informing schools and agencies of their financial responsibilities in supporting the dental van visits.

Seeking and making application for grant funding to sustain and expand dental health services K-12 and assists in grant writing.

Conducting on-going evaluations of all Dental Health Solutions for Children programs.

Preparing correspondence, reports and required documentation.

Performing District and community-wide roles and responsibilities as assigned.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of organization and coordination of school and community programs, activities and facilities

Principles and practices of planning, needs assessment, management, problem solving, employee supervision, group processes and evaluation

Educational programs and community resources

Principles of basic budgeting and fiscal analysis

Principles and methods of community organization

Health/dental health issues

HIPAA Regulations and Oregon Board of Dentistry rules

Salem-Keizer Public Schools
Dental Health Coordinator (continued)

Ability to:

Plan, supervise, assess and evaluate dental health programs and services, and implement changes in methods and techniques

Recruit, encourage and promote community participation

Recruit, hire, train, supervise and evaluate staff and volunteers

Analyze problems and implement developed plans and procedures

Assess and evaluate community dental health needs and resources and develop and implement programs to meet these needs

Develop and monitor program budgets

Collect and maintain accurate records for program, personnel, and budget

Accurately track, interpret and communicate project outcomes

Independently plan and effectively fulfill responsibilities of assigned area of work

Establish and maintain effective working relationships with those contacted in the course of work

Communicate clearly and concisely, both orally and in writing, with a wide range of people

Experience and Training:

Any combination of experience and training that would provide the required knowledge and abilities appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Two years of progressively responsible experience in assessing dental health needs in community dental health education program development or closely related field.

Training:

Equivalent to Bachelor's degree from an accredited college or university with major course work in community development, education, recreation or a related field.

Work Environment:

Climate controlled office settings and exposure to minimal noise intensity levels.

High level of contact with district personnel, dental professionals and community members.

Salem-Keizer Public Schools
Dental Health Coordinator (continued)

Physical Requirements:

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 lbs. occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Dental Health Coordinator

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____