POSITION DESCRIPTION

TITLE: Dental Instructional Paraeducator
LOCATION: Cascadia Technical Academy (CTA)
REPORTS TO: Instructor/Director, Cascadia Technical Academy (CTA)
DEPARTMENT: Cascadia Technical Academy (CTA)

SUMMARY STATEMENT:
Under the supervision of the program instructor(s) and Cascadia Technical Academy (CTA) Director, the instructional paraeducator will schedule clinics, dentists, hygienists, and patients, order materials and supplies, maintain inventory, and complete and maintain program paperwork and records as requested. The instructional paraeducator will perform dental assisting tasks and coordination of providers on clinic days and will be responsible to assist in the supervision of students on an individual and small group basis.

ESSENTIAL FUNCTIONS:
1. Assist the program instructor in supervising and working with students as follows:
   • Communicate effectively with students, staff, and the general public.
   • Schedule clinics, dentists, hygienists, and patients.
   • Operate the computer to create Excel spreadsheets, letters and emails.
   • Assist in providing small group instruction to students.
   • Assist in organizing and preparing a variety of instructional materials.
   • Assist in evaluating and specifying direction of instruction so as to maximize each student's potential.
   • Maintain accurate data on student progress.
   • Implement behavioral management strategies using the emphasis and techniques that have been outlined by the instructor.
   • Perform inventory process and other year-end program activities.
   • Attend various training sessions as required.
   • Perform dental assisting tasks and coordination of providers on clinic days.
   • Perform First Aid/CPR when necessary.
   • Place orders for dental supplies and equipment.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned by instructors.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%)
Standing (33-66%)
Bending/Stooping (33-66%)
Writing (Up to 33%)
Speaking (66-100%)
Sitting (33-66%)
Reaching (33-66%)
Lifting up to 50 lbs. individually (Up to 33%)
Hearing (66-100%)
Walking (33-66%)
Acceptable Attendance
At risk for exposure to Bloodborne Pathogens and other potentially infectious materials.
MENTAL DEMANDS REQUIRED:
Reading Documents (66-100%)  Verbal Communication (66-100%)  Written Communication (Up to 33%)
Multiple Concurrent Tasks (66-100%)  Constant Interruptions (66-100%)  Confidentiality (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Personal computer, typewriter, telephone, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. A minimum of two years of full time employment as a dental assistant within the last six (6) years.
2. Active Registered Dental Assistant status and maintain status.
3. Scheduling and Insurance billing experience preferred.
4. Eaglesoft, Microsoft Word and Excel software experience preferred.
5. Certified Dental Assistant certificate or NELDA Certificate.
6. Demonstrated ability to work with and maintain the common instruments and equipment used in the dental profession.
7. Demonstrated ability to communicate effectively with students, staff, and parents both verbally and in writing.
8. Demonstrated ability to work effectively with diverse groups, to include high school students, dentists, hygienists, patients, and vendors.
9. Must possess personal characteristics of flexibility, initiative, cooperativeness, confidentiality, and assertiveness.
10. Demonstrated ability to perform under conditions of constant interruption.
11. Must possess organizational skills and the ability to follow through.
12. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
13. Demonstrated ability to coordinate lab and clinic activities for students with limited supervision.
14. Must possess current First Aid/CPR certification, or be able to acquire within 30 days.
15. Demonstrated ability to establish and maintain positive relationships with others as part of a team.
16. Willingness to complete a "Learning to Learn" class.
17. Willingness to complete an "Elements of Teaching" course and complete and participate in other related staff development training.

Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day
Work days and hours per day vary depending upon enrollment.

PSE: _______________________________  Date: _____________________

District: _______________________________  Date: _____________________

Revised Date: 04/27/2018
Classification: Paraeducators or PSE Pro-Tech, if qualified
Class: Class II or Class IV
Display on Web? Yes

Dental Instructional Paraeducator