

POSITION ANNOUNCEMENT

Dental Hygiene Technology Program Director

Northeast Mississippi Community College is accepting applications for a full-time, twelve (12) month Program Director in the Dental Hygiene Technology Program.

QUALIFICATIONS:

Required -

- Current licensure as a Dentist in Mississippi
- Five (5) years full-time dentist in a dental office or as an instructor in a dental hygiene education program with responsibilities for teaching basic dental hygiene skills and direct supervision of students in a clinical setting
- Must have no less than three years of educational preparation or experience in teaching and learning principles including curriculum development and administration. Broad knowledge of the budget process.
- Current Certification in Local Anesthesia

Preferred –

- Supervision and administrative experience
- Current professional development in educational methodology
- Verifiable experience integrating technology with teaching
- Verifiable ability to function as a team member

APPLICATION DEADLINE: February 27, 2026

APPLICATION MATERIALS:

To apply, please submit a cover letter, official college application form, resume, and official transcript(s) of all college work.

(Applications currently on file can be activated for this position by submission of a cover letter.)

APPLICATION MATERIALS SHOULD BE DIRECTED TO:

Northeast Mississippi Community College

Attn: HR

101 Cunningham Boulevard

Booneville, MS 38829

For further information, contact:

(662) 720-7594

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Board of Trustees of Northeast Mississippi Community College has adopted this policy assuring that no one shall, on the grounds of race, color, age, national origin, or sex, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, age, color, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the College. The Section 504 Coordinator is Leigh Ann Stewart, Wright Hall (662)720-7192 and the Title IX Coordinator is Liz Roark, (662) 720-7223.

Position Description
Northeast Mississippi Community College
Revision Date: January 2026

POSITION: Program Director, Dental Hygiene Technology Program
(Twelve-month contract)

REPORTS TO: Vice - President of Health Sciences

QUALIFICATIONS:

Required-

- Current licensure as a Dentist in Mississippi
- Five (5) years full-time dentist in a dental office or as an instructor in a dental hygiene education program with responsibilities for teaching basic dental hygiene skills and direct supervision of students in a clinical setting
- Must have no less than three years of educational preparation or experience in teaching and learning principles including curriculum development and administration. Broad knowledge of the budget process.
- Current Certification in Local Anesthesia

PREFERRED EDUCATION AND EXPRIENCE:

- Supervision and administrative experience
- Current professional development in educational methodology
- Verifiable experience integrating technology with teaching
- Verifiable ability to function as a team member

ROLE: Full-time, Twelve (12) month Program Director in the Dental Hygiene Technology Program.

ACTIVITIES:

General Statement of Duties:

The Program Director of the Dental Hygiene Program is directly responsible and accountable for ensuring the fulfillment of educational goals and objectives, and ensuring program compliance as well as maintaining full accreditation through the Committee on Dental Accreditation (CODA) of American Dental Association. These responsibilities require leadership in both academic and workforce areas and include meeting student retention goals; directing and participating in educational planning; program organization; staffing, training, and supervision of both full-time and part-time faculty; evaluating program faculty and student performance; motivating and advising students; developing and maintaining the program budget and generating program

reports as needed. The individual who serves as a Director of the Dental Hygiene Program is a faculty member who serves as a liaison with the administration of the College, while also performing administrative functions.

Major Responsibilities:

- Lead the full-time faculty in the division in curriculum development and instructional advancement in the field of dental hygiene.
 - Regularly assess programs, course, and student outcomes
 - Serve as liaison to the MS Community College Board regarding the program's continuing compliance. Complete annual reporting requirements for the program
- Develop and maintain program curriculum to meet state, regional, national, and local health care needs
 - Assess the instructional needs of students in the program and coordinate the development of a plan to address these needs.
 - Participates in coordinating, developing, and assessing Program Outcomes and Student Learning Outcomes and uses these results to make program enhancements and improvement
- Coordinate the annual core curriculum evaluations of the program, assessment of institutional effectiveness and prepare reports.
 - Coordinate the annual evaluation of program assessment of institutional effectiveness for the purpose of program improvement and prepares review reports as required by agencies and college policy (IEP & SLO)
 - Review the College catalog on an annual basis with regard to program curricula and make appropriate recommendations for changes.
- Assess the professional needs of faculty and make recommendations to fill those needs.
 - Coordinate hiring, supervision, and evaluation of full-time and part-time program faculty
- Identify and recruit qualified full-time and part-time faculty for the program
 - Review credentials for compliance and confirm hiring decisions with Vice of President of Health Sciences
 - Serve on interview committees for faculty and staff employment
- Supervise and evaluate both full-time and part-time faculty in the program.
 - Encouraging and supporting innovative teaching techniques among program faculty.
- Assist and encourage full-time and part-time faculty with their professional development.
- Maintain the primary responsibility for scheduling classes within the program.
Arrange in coordination with the Vice-President of Health Sciences, for classes to be covered when an instructor is absent, and report absences to the Vice-President of Health Sciences.
- Develop and evaluate policies and procedures for the selection, admission, promotion, and graduation of students.
- Facilitate the development of and assume responsibility for program budget management.
- Prepare, maintain, and review program budget with input from faculty, and administer the budget with approval of the President of Health Sciences.
 - Assists in ordering and maintaining supplies.

- Maintain inventory records for the program.
- Serves on assigned college committees.
- Perform other duties as assigned.

Responsibilities of the Director of the Dental Hygiene Program must include in addition, but not limited, to the following:

- Obtains and maintains program accreditation through the Commission on Dental Accreditation (CODA).
- Maintaining appropriate contact and meeting the requirements of their accrediting agency, CODA.
- Maintain quality assurance to remain compliant with all required agencies.
- Prepare for annual reviews by the accrediting agency.
- Recruit and maintain members of the program Advisory Committee from the community.
- Ensures the Advisory Committee meets at least twice annually for input and reporting processes and the minutes are recorded and submitted as directed.
- Plan and implement programs to meet the continuing education needs of dental hygiene professionals.
- Coordinate departmental textbook orders.
- Coordinates and participates in recruitment activities for program growth and sustainability.
- Assists in marketing and promoting the program.
- Collaborates with faculty in recruiting, advising, orientation, and retention efforts of students enrolled in the program/
- Provides employment references for graduates of the program.
- Attends departmental and general faculty meetings.
- Attends advisory committee meetings.
- Serves on the program's admission committee.
- Refers students for remedial assistance.
- Assists in ordering and maintaining supplies.
- Assists with the annual inventory and assures that labs and clinical equipment are maintained, safe, clean, and secure at all times.
- Maintains current CPR certification at the provider level.
- Assists with CPR instruction.
- Complies with the policies and procedures of NEMCC.
- Practices within the scope of practice determined by the Mississippi State Board of Dental Examiners.
- Attends and supports college sponsored activities.
- Hours are not based on actual college work hours. Hours are based on teaching the program to completion. Hours may extend past the normal 8-4 workday for NEMCC employees. This may include working on Fridays outside of Fridays set by NEMCC and in the summer during the year preparing for accreditation to help complete a self-study with no monetary compensation. The days will be set in advance by the program director.

NOTE: Attendance is required for this position.

NOTE: Job description, role, and activities may change at any time without prior notice.