



Position Description

School Dental Hygienist

*Salary Level: **Collective Bargaining Agreement***

Prepared Date: April 25, 2017

*Contract/Benefits: **Collective Bargaining Agreement***

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*Department or Area: **Community and Student Services***

Approved By: Christina Mazzella, Exec. Dir HR

Reports To: Asst Dir of Health Services and Dir of CSS

Qualifications:

- Bachelor's degree from an accredited institution of higher learning
- Current Pennsylvania School Dental Hygienist Certificate or specification per Pa Dept. of Ed. If you currently do not have certification
- Ability to work with people
- Satisfactory work record & criminal/child abuse clearances (Acts 34,114,168, 151)
- Professional maturity in dealing with children, staff members, school personnel, parents, and community members
- Such alternatives to the above qualification as the Board may determine

Summary

The School Dental Hygienist implements comprehensive education and preventive dental health programs. These programs provide an educational experience that cultivates dental health habits and understanding, permitting students to function at their optimum level throughout life.

Essential Duties and Responsibilities

1. To appraise the dental health statues of pupils and school personnel
2. Implement PA State Mandated Dental Hygiene Services Program
3. To counsel pupils, teachers, parents, and others for the purpose of helping pupils obtain needed treatment or for arranging school programs in keeping with their abilities K-12 in Public and Private/non-public schools
4. To help prevent communicable diseases
5. To provide emergency care for injury or sudden dental issues
6. To protect and promote the dental health of school personnel
7. Applies appropriate theory as basis for decision-making in dental hygiene
8. Establishes and maintains a comprehensive school Dental Hygiene Program
9. Collects information about the health and development status of the student in a systematic and continuous manner
10. Uses data collected about the health and developmental status of the student to determine a dental hygiene diagnosis and develops a plan of care unique to student needs. Intervenes to implement actions that promote, maintain, or restore dental health, prevent illness, and effect rehabilitation
11. Assess student responses to those actions in order to revise dental hygiene diagnosis and plan of care and to determine progress made toward goal achievement
12. Collaborates with other professionals in planning to assure quality of dental care provided to students
13. Assists students, families, and school personnel to achieve optimal levels of wellness through dental health education

14. Assumes responsibility for continuing education and professional development and contributes to the professional growth of others
15. Performs other tasks and assumes other responsibilities as assigned by the building principal and/or Director of Community and Student Services

In addition, the School Dental Hygienists participates in Dental First Aid, Parent Conferences, Assemblies and other school activities such as PTA.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Manages difficult or emotional parent situation judiciously; Responds to parent requests for service and assistance; Meets commitments made to parents; Maintains confidentiality; Listens to others without interrupting; Shows reasonable control of personal emotions; Exhibits objectivity and openness to the views of others; Speaks clearly and persuasively in positive or negative situations; Listens and solicits clarification; Responds appropriately to questions; Demonstrates group presentation skills; Writes clearly and effectively; Edits work for spelling and grammar; Varies writing style to meet needs of the audience; Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building positive morale; Puts success of faculty and staff above own interests and recognition.

Organizational Skills

Works within approved budget; Conserves district/school resources; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Develops strategies to achieve district/school goals; Understands district/school's strengths & weaknesses; Aligns work with strategic goals.

Personal Competencies

Displays willingness to make decisions; Exhibits sound and accurate judgement; Includes appropriate people in decision-making process; Makes timely decisions; Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Sets and achieves challenging personal goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals; Prioritizes and plans work activities; Uses time efficiently; Treats others with respect regardless of their status or position; Accepts responsibility for own actions; Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies supervisor feedback to improve performance; Monitors own work to ensure quality; Follows instructions, responds to supervisory directions; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan; Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Physical Demands:

Physical demands described here are representative of those that must be met by a person to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the person is regularly required to talk or hear. The person is frequently required to walk, climb stairs, bend and lift. The person is required to use hands and fingers or handle documents, telephone, and dental instruments. The person is occasionally required to stand; sit and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Evaluation:

The person filling this position will be evaluated according to the evaluation procedure adopted by the Allentown School District.

Reviewed and read by: _____ Date: _____