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**BOARD OF DENTAL EXAMINERS OF ALABAMA**  
5346 Stadium Trace Parkway, Ste. 112  
Hoover, AL 35244-4583  
Phone (205) 985-7267  
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**Description of Services:** Educational Director – Alabama Dental Hygiene Program (ADHP)

**Agency Name:** Board of Dental Examiners Alabama

**Resumes Accepted Through:** March 15, 2018

The Board of Dental Examiners of Alabama is a semi-autonomous agency of the State of Alabama. The Board is comprised of seven members. Six members are licensed dentists and one member is a licensed dental hygienist. The Board is charged with the administration and enforcement of the laws and administrative regulations governing the practice of dentistry and dental hygiene in Alabama. The responsibilities of the Board include the examination, licensure, and registration of applicants whom it finds to be qualified to practice dentistry and dental hygiene, as well as ensuring that all licensees are in compliance with the Dental Practice Act (*Code of Alabama* § 34-9-1, *et seq.* (1975)) and relevant portions of permanent administrative regulations. The Board also administers the Alabama Dental Hygiene Program, an educational program for those seeking to become Registered Dental Hygienists in Alabama.

### **Responsibilities**

- Annual review of all educational materials including, but not limited to, lecture outlines, PowerPoint presentations, textbooks, and examinations utilized by the ADHP
- Annual review of course lecturers
- Creation of course syllabus
- Analysis of materials covered at each educational session
- Analysis of materials assigned for self-directed study by ADHP students
- Analysis of testing materials
- Contribute to team effort by accomplishing related results as needed
- Submit to an annual performance review by the Board
- Such other duties as the Board may determine

### **Minimum Qualifications:**

- DMD or DDS degree
- Extensive experience in the educational field as related to the practice of dentistry and dental hygiene
- Experience in the area of clinical practice of dentistry (preferably as a periodontist) and dental hygiene
- Experience in managing educational programs
- Must have an understanding of the Alabama Dental Practice Act found at *Code of Alabama* (1975), § 34-9-1, *et seq.*
- Must have organizational skills and ability to manage tasks
- Must possess collaborative skills and have the ability to interact with all personality types and maintain a professional demeanor at all times
- Demonstrated leadership ability, sound judgment, and integrity

**Oversight and Supervision:**

The ADHP Education Director is supervised by the Executive Director and will be required to make regular reports to the Board.

**To Respond:**

Send a cover letter and resume or CV, including references, to the Board of Dental Examiners of Alabama. You may email your application materials to:

[linda@dentalboard.org](mailto:linda@dentalboard.org)

You may mail or deliver your application materials to:

**Board of Dental Examiners of Alabama**  
**5346 Stadium Trace Pkwy, Ste. 112**  
**Hoover, AL 35244**

The deadline for submissions is **March 15, 2018**. For questions or additional information on this position, please contact the Board by emailing questions to [linda@dentalboard.org](mailto:linda@dentalboard.org)

The Board of Dental Examiners of Alabama is an Equal Employment Opportunity employer.