

Mark R. McIlwain, DMD, MD
President
Kevin M. Sims, DMD, MS
Vice-President
Bruce E. Cunningham, DMD
Secretary/Treasurer
Marshall A. Williams, DDS
Roberto V. Pischek, DMD
Melodie A. Jones, DMD
Sandra Kay Alexander, RDH



Bradley W. Edmonds, JD, MBA, MS
Executive Director

Donna L. Dixon, DMD, MA, JD
Prosecuting Attorney

BOARD OF DENTAL EXAMINERS OF ALABAMA

2229 Rocky Ridge Road
Birmingham, AL 35216
Phone (205) 985-7267
Fax (205) 823-9006

August 20, 2021

Description of Services: Educational Director – Alabama Dental Hygiene Program (ADHP)
Agency Name: Board of Dental Examiners of Alabama
Resumes Accepted Through: September 10, 2021

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 for dental and dental hygiene licenses, as well as ensuring that all licensees are in compliance with the Dental Practice Act (*Code of Alabama* 1975, §§ 34-9-1 *et seq.* (1975)) and relevant portions of administrative regulations. The Board also administers the Alabama Dental Hygiene Program, an educational program for those seeking to become Registered Dental Hygienists in Alabama.

The ADHP Educational Directorship is a contract position, limited to two (2) years' duration but subject to renewal. The ADHP Educational Director will be paid \$22,000.00 per year.

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 and lectures;
- Creation of course syllabi;
- Analysis of materials covered at each educational session;
- Analysis of materials assigned for self-directed study by ADHP students;
- Analysis of testing materials and examination results;
- Review, administration, and/or creation of comprehensive course-end examination(s);
- Review, creation, and/or management of online materials;
- Ensure that curriculum adequately prepares students to take the ADEX OSCE;
- Annual review of Instructor Certification protocol including, but not limited to, Instructor Certification Application, test, and Instructor Certification Course materials and PowerPoint presentations;
- Preside over and present at all scheduled Instructor Certification courses;
- Preside over the course orientation and graduation;
- 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.

Required 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;
- An understanding of the Alabama Dental Practice Act, *Code of Alabama* (1975), §§ 34-9-1, *et seq.*;
- Organizational skills and ability to manage tasks;
- Collaborative skills and have the ability to interact with all personality types and maintain a professional demeanor at all times; and
- 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:

sonya@dentalboard.org

You may mail or deliver your application materials to:

**Board of Dental Examiners of Alabama
2229 Rocky Ridge Road
Birmingham, Alabama 35216**

The deadline for submissions is **September 10, 2021**. For questions or additional information on this position, please contact the Board by emailing questions to sonya@dentalboard.org

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