



Board of Dental Examiners of Alabama

2229 Rocky Ridge Road, Birmingham, AL 35216

205.985.7267

www.dentalboard.org

ADHP-Senior Coordinator

Internal Promotional Position

(Starting Salary Range: \$55,000.00-\$60,000.00)

Job Title: ADHP-Senior Coordinator (*NON-MERIT POSITION*)

Board Name: Board of Dental Examiners Alabama

Applications accepted through: *Until Position is Filled*

Job Description: ADHP-Senior Coordinator

The Board of Dental Examiners of Alabama is a semi-autonomous Board 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 responsible for 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; the presentation of the Alabama Dental Hygiene Program ("ADHP"), an accelerated certificate Program; efforts to ensure that all licensees are in compliance with the Dental Practice Act (Code of Alabama (1975) § 34-9-1, *et seq.*) and relevant portions of permanent administrative regulations; the authority to make, amend, and adopt reasonable rules and regulations governing the conduct of dentists, dental hygienists, and other dental auxiliaries; and the obligation to undertake, when appropriate, adjudicatory proceedings and disciplinary action against licensees.

The ADHP-Senior Coordinator is a staff member reporting to the Executive Director and working with an ADHP-Educational Director (contract position) and ADHP-Coordinator (staff) to administer the Alabama Dental Hygiene Program. The ADHP was established by the Board of Dental Examiners of Alabama ("Board") and the Alabama Dental Association in the 1950's as a pathway for dental assistants to receive additional training to transition into the role of a dental hygienist. The ADHP-Senior Coordinator is a full-time employee of the Board and serves at their pleasure. This position is an "at-will" position.

Responsibilities:

ADHP-Senior Coordinator (Specific):

- Assists with the advertising and interviewing of ADHP-Coordinator candidates
- Training of ADHP-Coordinator in Program and board staff responsibilities
- Liaison between the Program , the Board, regional testing agencies, and other entities
- Presents ADHP reports directly to the Board on a monthly basis
- Finalizing Program curriculum and class schedule with the ADHP-Educational Director
- Finalizing ADHP-Instructor Course curriculum and course schedule with the ADHP-Educational Director
- Maintains required documentation for ACE Credits for the Program.

- Reviewing ADHP-Student and ADHP-Instructor applications in conjunction with the ADHP-Coordinator to ensure students and responsibilities are assigned equitably.
- Submitting final drafts to the Executive Director for review and approval for ordering of student resource kits with vendor, venue contracts, faculty applications, etc.
- Other duties as directed by the Executive Director

ADHP (General) (Applies to ADHP-Coordinator and Senior Coordinator):

- Processing and vetting applications for the Program and the ADHP-Instructor Course in conjunction with ADHP and Board staff
- Attendance at and management of Program class meetings
- Primary contact for assigned student base
- Presentation of information/materials to the Program, as needed
- Responsible for assigning, grading, and/or review of students' homework, tests
- Responsible for maintaining assigned students' grades and academic progress
- Assist with updating and/or preparation of tests required in the Program along with the ADHP staff
- Liaison between assigned students, ADHP staff, Board staff, and Program faculty
- Liaison between the Program, assigned students, and sponsoring dentists
- Assist with updating faculty presentations, as needed
- Manage/resolve concerns from or due to assigned students
- Initial data entry and additional data entry of student information into Board database

BOARD-RELATED (General)

- Maintain an active Alabama Dental Hygiene license
- Handle conflict resolution through established chain-of-command (e.g., ADHP-Coordinator, ADHP-Senior Coordinator, ADHP-Educational Director, Executive Director)
- Creation of and maintenance of ADHP student files and data-entry
- Assisting with processing ADHP and ADHP-Instructor Course applications, as well as licensure applications of ADHP graduates
- Attend/complete continuing education
- Interact with all board members
- Interact with members of the public, both in person and by phone to answer ADHP-related questions
- Adhere to all established policies and protocols of the Board
- Develop and maintain professional relationships with Board staff
- Assist Board staff, as needed (e.g., answering phone, filing)
- Other duties, as needed

Minimum Qualifications:

- Active Alabama Dental Hygiene License and in good standing

- Minimum of 10 years clinical experience in dental hygiene
- Minimum of 5 years of dental-related teaching experience
- Minimum of 3 years as a coordinator for the Alabama Dental Hygiene Program
- Proficient in Microsoft Office Suite
- Proficient in database use and data entry

Oversight and Supervision:

The ADHP-Senior Coordinator reports directly to the Executive Director. The ADHP-Senior Coordinator works directly with the ADHP-Educational Director and the ADHP-Coordinator. The ADHP-Senior Coordinator will also work with other staff, as well as contract employees, in the furtherance of Board-related matters.

To Apply:

Mail or email a copy of your resumé or CV, along with applicable documentation of certifications to:

W. Blake Strickland, Executive Director
Board of Dental Examiners of Alabama
2229 Rocky Ridge Road
Birmingham, AL 35216

blake@dentalboard.org

Questions:

Should you have any questions, comments, or concerns, regarding benefits or other topics, please contact Director Strickland at (205) 985-7267.