

Southwest Tech is committed to providing a welcoming environment and a sense of community where all employees can experience success. We empower and inspire all members of the Southwest Tech community to embrace differences, defend human dignity, and respect the richness of values and ideas that each person brings to the college.

POSITION	Associate Degree Dental Hygiene Program Director/Instructor [Full-Time/Benefitted]
APPLY BY HIRE DATE	Open Until Filled TBD Upon Offer
DIVISION	Innovative & Alternative Learning
REPORTS TO	Executive Dean
CLASSIFICATION	Salaried (Exempt)
POSTING DATE	June 9, 2026

SUMMARY

The Southwest Wisconsin Technical College Dental Hygiene Program Director/Instructor is primarily responsible for the leadership, administration, and continuous improvement of the Dental Hygiene program. This position serves as the Program Director as its central function, with instructional responsibilities as a secondary component in support of program outcomes.

The Program Director is accountable for the development, implementation, supervision, evaluation, and ongoing revision of the program to ensure compliance with Commission on Dental Accreditation (CODA) standards, with a critical responsibility to lead the process of achieving initial CODA accreditation and maintaining accredited status. The role also ensures alignment with Wisconsin Technical College System (WTCS) requirements, Higher Learning Commission (HLC) criteria, and applicable state and federal regulations.

In addition to program leadership, the individual provides classroom, laboratory, preclinical, and clinical instruction in dental hygiene, supporting student learning, program completion, licensure, and employment. Instructional responsibilities are designed to reinforce program quality and accreditation standards.

This position requires current knowledge, skills, and professional judgment consistent with the legal and ethical practice of dental hygiene, as well as demonstrated leadership ability to develop, manage, and sustain a CODA-accredited or accreditation-eligible program.

This full-time position includes a minimum of 190 workdays annually (July 1 – June 30) and may require evening, weekend, and off-site responsibilities in support of program and clinical operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

Programmatic Accreditation

- Meet and maintain qualifications required for Dental Hygiene Program Directors as defined by CODA, including appropriate academic credentials, programmatic experience, and administrative leadership, including
- Curriculum development, evaluation and revision;
- Faculty recruitment, assignment, and supervision;
- Input into faculty evaluation;
- Initiation of faculty development;
- Assessing, planning, and operating program facilities;
- Input into budget preparation and fiscal administration;
- Coordination, evaluation and participation in determining admission criteria and procedures as well as student promotion and retention criteria.
- Lead accreditation activities, including self-study development, reporting, and site visit coordination.
- Ensure compliance with all CODA Accreditation Standards, including those related to curriculum, faculty, facilities, patient care, and outcomes assessment.
- Ensure faculty calibration across didactic, preclinical, and clinical instruction through regular, documented meetings to maintain consistency in evaluation and instruction.
- Establish and maintain partnerships with clinical sites to ensure adequate patient experiences for student competency attainment.

- Ensure the program provides sufficient clinical experiences to meet CODA-defined competencies and experiences.
- Maintain comprehensive documentation including accreditation records, faculty calibration meeting minutes, clinical site oversight records, student competency tracking, and compliance records (e.g., infection control, safety training).

Curriculum Development & Academic Quality

- Design, revise, and maintain dental hygiene curriculum using the College's curriculum management software.
- Ensure curriculum aligns with:
 - CODA Accreditation Standards for Dental Hygiene Education Programs
 - WTCS curriculum frameworks
 - Dental hygiene scope of practice and professional standards
 - Program advisory committee recommendations
 - State licensure requirements and national board expectations
- Integrate evidence-based practice, patient-centered care, interprofessional collaboration, and health promotion into the curriculum.
- Ensure sequencing and integration of didactic, preclinical, and clinical learning experiences in accordance with CODA standards.

Assessment & Continuous Improvement

- Assess individual and cohort student learning at course and program levels.
- Evaluate program effectiveness, including student outcomes, graduation rates, board pass rates, and employment outcomes.
- Use assessment data to guide programmatic and curricular improvements.
- Lead and participate in program review, accreditation of self-studies, and institutional effectiveness processes.
- Ensure systematic and ongoing compliance with CODA standards and reporting requirements.

Instruction & Student Learning

- Deliver engaging, inclusive, and rigorous instruction in assigned dental hygiene courses using classroom, laboratory, preclinical, clinical, online, and hybrid instructional modalities.
- Align instruction, learning activities, and assessments with course competencies, dental hygiene program outcomes, National Board Dental Hygiene Examination (NBDHE) expectations, and state licensure requirements.
- Use evidence-informed instructional approaches that promote student learning, clinical competence, and professional judgment.
- Prepare for and demonstrate promptness and professionalism in all instructional and clinical settings.
- Evaluate student performance in didactic, laboratory, and clinical environments and provide timely, constructive feedback.
- Supervise students to ensure safe, ethical, and competent patient care in clinical settings.
- Maintain consistent academic and clinical standards across instructional settings and delivery methods.
- Maintain accurate academic and clinical records in compliance with FERPA, institutional policy, CODA standards, and accreditation requirements.

Professional Responsibility & Collaboration

- Work cooperatively with faculty colleagues, academic leadership, dental professionals, advisory committee members, and clinical site partners.
- Serve as program director responsible for oversight of program operations, including compliance, scheduling, and resource management.
- Participate in department, program, and college meetings and committees as assigned.
- Maintain availability to students through scheduled office hours and electronic communication.
- Demonstrate flexibility in managing instructional, clinical, and administrative responsibilities.
- Conduct oneself in a professional and ethical manner consistent with dental hygiene practice.

Professional Development & Credential Maintenance

- Maintain faculty and program director qualifications in accordance with:
 - Higher Learning Commission (HLC) faculty qualifications
 - Wisconsin Administrative Code (TCS 3)
 - CODA requirements for program administrators and faculty
 - Faculty Quality Assurance System (FQAS) completion within three years of hire
- Maintain current Wisconsin Dental Hygienist licensure.
- Engage in ongoing professional development in dental hygiene practice, education, and program leadership.
- Remain current with clinical site compliance requirements, including CPR certification, infection control, and background check standards.

TRAINING AND EXPERIENCE

Minimum Qualifications

- Current Wisconsin Dental Hygienist licensure and graduate of a program accredited by CODA
- Master's degree.
- Minimum of two years of full-time (or equivalent) occupational experience as a practicing dental hygienist.
- Employment in the dental hygiene field within the past five years.
- Demonstrated knowledge of CODA accreditation standards for dental hygiene programs.
- Two years of teaching experience, preferably in a Dental Hygiene program
- Demonstrated leadership and administrative capability
- Ability to communicate content effectively in a postsecondary dental hygiene education environment.

Preferred Qualifications

- Previous experience with CODA accreditation, program development, or program administration.
- Experience with curriculum development, clinical instruction, and student assessment.
- Experience teaching in online or hybrid instructional environments using a learning management system (LMS)

PHYSICAL REQUIREMENTS STATEMENT

Southwest Tech is committed to creating an inclusive and accessible workplace. While certain job roles may require physical capabilities, we welcome applicants of all abilities and are committed to providing reasonable accommodations throughout the hiring process and in the workplace.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobs

For questions regarding the application process, or if you need an accommodation, please email Human Resources at humanresources@swtc.edu or **608.822.2314**. (TDD: 608.822.2072)

SALARY RANGES

Masters: \$56,533 - \$89,888

BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Health Club Access
- Wisconsin Retirement System Contribution
- On-campus day care (hourly rate charged)
- College Savings Program
- Additional Voluntary Benefits
- Paid Time Off

SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer may be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.