

**San Jose · Evergreen Community College District  
Classified Job Description**

**Position:** Instructional Laboratory Technician III,  
Dental Assisting

**Department:** Dental Assisting

**Location:** San Jose City College

**Date:** December 4, 2018

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**POSITION PURPOSE**

Performs advanced support services for the dental assisting instructional program by providing materials, supplies, equipment. Provides related logistical support to lecture, laboratory, or other activities; prepares materials, supplies and equipment using special methods and procedures related to the discipline. Assists with administrative support for coordination of program instructional activities.

Direct or general supervision is provided by assigned supervisor or manager. Technical and functional work direction may be provided by instructional or higher level classified staff.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class are distinguished from the level II by providing program-wide support not limited to direct classroom and lab activities. Level III positions involve more comprehensive supply tracking and ordering including budget tracking. Materials preparation at this level requires learning methods and techniques related to the discipline and judgment in determining the appropriateness of the material Positions at the II and III levels. Frequently involves knowledge of equipment operation and the ability to perform enough repair to keep the equipment functioning or to identify malfunctions requiring technical repair. Positions at the II level are distinguished from the III level by providing comprehensive support for homogeneous learning facilities areas while at the III level, support usually is more complex because support must be provided for several learning areas or courses with significantly differing facilities and needs or maintenance and operation of technical or highly complex equipment and requiring skills related to knowledge of the discipline.

**KEY DUTIES AND RESPONSIBILITIES:**

1. Maintain and assure the security of the assigned instructional laboratory facility and related areas.
2. Dispense and retrieve laboratory equipment, tools, materials and reusable supplies.
3. Prepare, set-up, and take-down materials and equipment used in instructional laboratory demonstrations, exercises, practicals, scenarios, and other activities.
4. Discuss future laboratory activities and scheduled events with instructors; prepare laboratory facilities and assemble supplies.
5. Track budget expenses for assigned instructional area.
6. Resolve ordering problems with outside vendors and internal accounting services.
7. Perform basic informational activities in determining pricing, availability, and specifications of necessary supplies.
8. Support instructor in ensuring that OSHA requirements are followed.
9. Obtain and maintain Material Safety Data Sheets.
10. Ensure safe handling, storage and proper labeling of hazardous materials and hazardous waste which may include performing any departmental inspections as required by regulatory agencies.

11. Clean and maintain dental instruments and equipment and ensure their safekeeping.
12. Ensure the proper disinfection and sterilization of instruments, trays, and hand pieces used in the laboratory.
13. Perform preventive maintenance on equipment, calibrate, and make minor repairs; report need for major repairs or place service calls as authorized.
14. Under direction of instructor, monitor students for proper and safe methods and procedures in laboratory equipment operation and materials handling.
15. Provide basic desktop user support to students using lab computers and refer questions or problems as needed.
16. Perform a variety of miscellaneous office work such as preparing purchase requisitions, photocopying, and distributing mail.
17. Maintain a variety of records, files, inventories and reports.
18. Provide general information regarding assigned program to participants, potential participants, and other interested parties.
19. Receive and account for fees associated with patient x-rays, student insurance, supplies, license exams, and Dental Assisting Trust Fund.
20. Order, pick up, deliver, and set up audio-visual equipment needed to conduct laboratory presentations.
21. Perform other duties reasonably related to this classification as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

1. Basic procedures and principles of registered dental assisting;
2. Aseptic practices, disinfection techniques, and infection control procedures;
3. Instruments, equipment, materials, and supplies which are used in dental assisting and their proper and safe handling;
4. Supply and inventory procedures for the effective maintenance of stock levels;
5. Modern office practices and procedures including filing and the operation of office equipment including computers.

### **Skills and Ability to:**

1. Apply language skills to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; and speak effectively before groups of students or faculty.
2. Apply mathematical skills to add, subtract, multiply and divide using whole numbers, fractions, and decimals; convert from one unit of measure to another; and compute rate, ratio, and percent.
3. Utilize reasoning skills to apply common sense understanding to carry out instructions furnished in written, oral or diagram variables in standardized situations.

4. Establish and maintain cooperative working relationships with those contacted during the course of work.
5. Read safety instructions for hazardous materials and operate specialized equipment for dental assisting program.
6. Lift up to 25 pounds.

**Experience and Education:**

1. Associate's degree (A.A.), or equivalent from a two year college or technical school, AND six months to one year related experience and/or training; OR equivalent combination of education and experience.
2. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of groups historically underrepresented, and groups who may have experienced discrimination;
3. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills

**Licenses and Certificates:**

1. Possession of a current Registered Dental Assistant's License.
2. California State Radiation Safety Certificate is required.

**WORKING CONDITIONS:**

1. Typical indoor office/lab environment.

Board Approved: 6/16/2004

Salary Range: 76

EEO Category: 2B3 – Technical/Paraprofessional