

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Dental Health Specialist	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Student Services	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	044 OTBS
<b>REVISED:</b>	November 12, 2002		

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**BASIC FUNCTION:**

Assist in providing resource services for the district dental health program; plan, schedule, and provide teacher inservice training and pupil presentations; conduct program evaluation on a district-wide basis.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Assist in the development of lesson plans, activities and objectives in accordance with state dental disease guidelines. **E**

Conduct inservice demonstrations for certificated staff to encourage participation in the project. **E**

May attend parent meetings, participate in oral health advisory committee meetings, and attend community health fairs. **E**

Conduct group activities related to dental health, and document that planned activities have taken place for state grant compliance; maintain records of schools, teachers, classes and pupils participating in the program and prepare reports; gather and maintain records of parental consent forms. **E**

Set up and schedule visits to Pre-school and Elementary school sites to make classroom presentations on the importance of oral hygiene and the need for regular health care as it relates to dental health; discuss the need for regular preventative agents such as fluoride and sealants; explain oral diseases and how diet and nutrition are related to dental health; demonstrate brushing, flossing and fluoride rinse techniques; discuss ways to prevent oral injuries; distribute dental supplies such as toothbrushes and dental floss. **E**

May participate in screenings and assessments of pupils' teeth and gums for healthiness, suitability for sealant procedure, general care needed, and to assess the need for a dental referral. **E**

Conduct pre- and post-testing of pupils to assess understanding of information presented; compare changes in knowledge and attitudes of the experimental and control groups toward dental health, as the series of presentations continues. **E**

Prepare written evaluations of pupils dental health care and general progress of the project; assist in evaluating progress toward meeting overall program objectives. **E**

Perform related duties as assigned.

**Dental Health Specialist - Continued**

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**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from a four-year college or university with a degree in dental health or other health service related field and one year of progressively responsible, related experience working in the community with a social service or health care agency.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Learning techniques.  
Socioeconomic problems in the community.  
Technical aspects of field of specialty.  
Oral and written communication skills.

**ABILITY TO:**

Plan activities and make presentations to groups of parents, district staff, and pupils.  
Establish and maintain effective working relationships with others.  
Operate standard office equipment including microcomputers and related software applications.  
Communicate effectively orally and in writing.  
Plan and organize work.  
Meet schedules and time lines.  
Maintain records and prepare reports.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office or classroom setting.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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