



Hancock County Career Center (HC3)
2110 West 300 North
Greenfield, IN 46140

DENTAL CAREERS INSTRUCTOR

CTE POSITION: Dental Careers Instructor

LOCATION: Hancock County Career Center, 2110 West 300 North, Greenfield, IN 46140

CLASSIFICATION: Adjunct Contract or Certified

EMPLOYMENT TYPE: Full-Day

START DATE: August 3, 2026

SALARY: Based on Experience

JOB DESCRIPTION:

Hancock County Career Center is seeking a team-oriented, enthusiastic educator who can connect with students and foster a positive, productive learning environment in a block schedule format. The instructor will teach Dental Careers I and II, combining classroom and lab instruction to prepare students for both post-secondary education and entry-level employment opportunities in the dental field.

This is a full-day adjunct position, typically serving grades 10–12. The ideal candidate will bring real-world experience, demonstrate strong instructional skills, and help students earn dual credit and/or industry certifications.

ESSENTIAL FUNCTIONS:

INSTRUCTION

- Teach all Indiana Department of Education standards identified for *Dental Careers I and II*.
- Maintain and manage teaching materials, supplies, equipment, and facilities necessary for instruction.
- Demonstrate flexibility and the ability to address situations as they arise.
- Develop and maintain curriculum and course materials aligned with program learning outcomes.
- Maintain student records, attendance, grades, and documentation as required.
- Manage a safe, effective classroom and lab environment in adherence to state and industry safety standards.
- Monitor and document student performance throughout the semester and provide timely interventions and academic supports as needed.
- Facilitate student achievement of program learning outcomes using a Learning Management System (e.g., Canvas).

RETENTION AND STUDENT SUCCESS

- Provide academic coaching and monitoring in partnership with academic advising staff.
- Maintain posted office and student engagement hours as required.
- Observe and evaluate student performance and development.
- Support and participate in SkillsUSA or HOSA club activities at local, regional, state, and national levels.
- Utilize effective classroom and lab management practices in a multi-period format for junior and senior students.
- Establish and work with an advisory committee for the Dental Careers program.
- Perform additional duties as assigned by building administration.
- *Note: Employment is year-to-year and contingent upon sufficient program enrollment.*

2110 200 West 300 North ~ Greenfield, IN 46140

Phone: 317-485-3131

Fax: 317-485-3154

Web: www.hc3careers.org



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PROFESSIONAL DEVELOPMENT

- Participate in professional development, training, and industry-related experiences to enhance instructional and technical skills.
- Engage in scholarly activities related to the discipline and licensure requirements.
- Remain current with contemporary teaching practices and emerging technologies supporting student learning.

COMMUNITY RELATIONS AND BUSINESS OUTREACH

- Develop and maintain dual-credit agreements and dental certification opportunities.
- Participate in community and industry engagement activities that promote the program and strengthen partnerships.
- Build professional relationships with local dental professionals, parents, students, and community members.

JOB QUALIFICATIONS:

- Valid Indiana Teaching License in *Dental Careers* OR minimum of 5,000 clock hours (2.5 years) of recent experience (within the past five years) in the dental industry, and eligibility to obtain a *Workplace Specialist License*.
- Ability to qualify for dual-credit instructor credentials.
- Strong written, verbal, and technical communication skills.
- Demonstrated knowledge of current technologies and instructional methods relevant to the field.
- Bachelor's degree preferred.
- Must possess and maintain appropriate professional certifications and/or licenses for assigned courses and dual-credit offerings.

CONTACT INFORMATION:

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Address: 8112 N 200 W, Fortville, IN 46040

APPLYING FOR THE POSITION:

- Please apply at the [MVCSC Employment Portal](http://www.mvcsc.org)

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