



DIRECTOR OF EDUCATION JOB DESCRIPTION

Job Purpose

The Director of Education is responsible for overseeing the Academy's development, design and delivery of all professional education activities to position the AADSM as the premier organization for the education of dentists in all aspects of dental sleep medicine. The education program will consist of a series of courses designed to prepare dentists to sit for the certification examination offered by the ABDASM and to ensure dentists provide the highest quality of care to patients. To achieve this, the Director of Education must select speakers, venues and dates; coordinate logistics; develop budgets; evaluate the effectiveness of courses; and control program activities.

Primary Duties and Responsibilities

The Director of Education performs a wide range of duties including some or all the following:

Plan the program:

- Plan the delivery of the overall education program including developing course schedules and their activities in accordance with the mission and the education goals of the AADSM.
- Develop new education initiatives to support the strategic direction of the organization.
- Develop and implement long-term goals and objectives to achieve the successful outcome of the education programs of the AADSM.
- Develop an annual budget and operating plan to support the education activities of the organization.
- Develop a program and course evaluation framework to assess the strengths of each education program and to identify areas for improvement.

Organize the program:

- Ensure the program activities operate within the policies and procedures of the AADSM.
- Ensure that course content and activities comply with all relevant federal and state legislation as well as professional standards as set by the ADA and the AADSM.
- Develop mechanisms and written reports to document all program activities. Such reports will be provided to the AADSM Executive Director following each course.
- Coordinate with the ABDASM to develop a mechanism for determining those attendees of the courses who sit for and successfully complete the certification exam in dental sleep medicine.
- Select a course chair for each course offered.

- In coordination with the course chair, assist in the selection of qualified speakers, ensure speakers are free of conflicts and all appropriate presentation agreements are in place.
- In coordination with the course chair, develop objective review criteria for every speaker, review the learning objectives with each speaker, identify areas where improvement could be made and finally determine if the speaker should be invited back to speak.

Coordinate with AADSM staff:

- Work closely with the AADSM Specialty Society Manager on all logistical and marketing aspects for each program. The AADSM Specialty Society Manager will assign additional staff as necessary to assist the Director of Education.
- Ensure all AADSM staff have a complete knowledge of each course, specific staff requirements and appropriate training to successfully execute their duties.

Manage the program:

- Develop job descriptions for course chairs.
- Develop comprehensive selection criteria for course speakers.
- Prepare reports for the board of directors on the status of the overall education program.
- Ensure the overall education program operates within the approved budgets.
- Ensure financial reports and supporting documentation are prepared and made available to the board of directors.
- Ensure geographic and seasonal considerations are part of the overall scheduling of courses.
- Monitor educational activities to make sure accreditation standards are followed and that ADA CERP accreditation is maintained.
- Implement strategies to increase the number of members participating in AADSM educational activities.
- Coordinate the education program activities and experiences with the Annual Meeting Committee for the planning of the Annual Meeting.

Qualifications

- Licensed dentist, member of the AADSM, and Diplomate of the ABDSM.

Experience

- Three to five years of experience in academic teaching program as a speaker or administrator.
- Related teaching experience in the private sector.

Personal Characteristics

- Ethical: Possess, understand and practice ethical behavior and business practices. Ensure personal behavior and the behavior of others is consistent with these standards and aligns with the values of the AADSM.

- Relationship Building: Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the AADSM.
- Creativity and Innovation: Develop new and unique ways to improve the education experience for dentists.
- Lead: Positively influence others to achieve results that are in line with the overall goals of the program.
- Strategical: Determine strategies to move the education activities of the AADSM forward, set goals, create and implement action plans and elevate the process and results.
- Analytical: Assess problem situations to identify causes, generate possible solutions and make recommendations to resolve the problems.

Working Conditions

- This position will be an independent contract for hire position. The selected candidate must prove they have an adequate working environment, phone and internet service as well as all equipment necessary to perform all functions contained in this document.
- While the position is that of independent contractor, the Director of Education will be expected to coordinate all activities, schedules and related matters with the AADSM Specialty Society Manager.
- Travel to all educational courses is expected.