

qathet School District
Class Specification
Science Lab Assistant (13.02)



DESCRIPTION

Under the supervision of Administration Officers and direction of classroom teachers, the Science Lab Assistant provides support for secondary school science lab activities. This position requires the ability to make decisions, act independently, and to interact positively with the staff, students, parents and the public.

DUTIES AND RESPONSIBILITIES

- Conducts regular physical checks on science lab equipment to ensure that the equipment is in working order.
- Repairs and maintains science lab equipment.
- Maintains security of science lab supplies and equipment.
- Completes monthly safety inspections of the science labs and completes written reports.
- Ensures that safe practices and procedures are maintained.
- Prepares and cleans up the science labs for secondary science classes.
- Administers emergency first aid to students.
- Monitors the science area for hazardous conditions, unsafe practices and other safety concerns.
- Ensures compliance with WHMIS regulations with regard to labelling, handling, storage and disposal of hazardous materials.
- Prepares solutions and stocks chemicals so that chemical compatibility is maintained at all times.
- Cleans up chemical spills including the maintenance and use of the emergency spill kit (ie: collecting spilled mercury).
- Monitors and assists students working in a secondary science lab setting.
- Monitors the security of the natural gas supply in the science lab.
- Researches, orders and collects supplies and equipment for classroom teachers.
- Researches and assists in the development of new lab procedures.
- Purchase and maintain inventories of supplies and science lab equipment.
- Prepares chemicals and related data for safe disposal each June.
- Manages and maintains budget information.
- Uses science related computer software.
- Assists teachers in planning classroom science activities.
- Duplicates, collates, files and records materials and data information.
- Performs other assigned duties that are within the area of knowledge and skills required by the job description.

QUALIFICATIONS AND EXPERIENCE

Education

- Grade 12
- Two years post-secondary education in Chemistry and/or Biology
- WHMIS Certificate
- Emergency First Aid and CPR Certificate.

Experience

- Two years related experience.

Knowledge

- Thorough working knowledge of WHMIS legislation for the care and handling of chemicals and for the maintenance and use of scientific equipment.
- Thorough working knowledge of chemical nomenclature.
- Working knowledge of MS Office word processing, database and spreadsheet software.
- Working knowledge of basic computer hardware and software.

*Or equivalent combination of training and experience.

Skills and Abilities

- Basic knowledge of secondary science curriculum.

Occupational Requirements

- Sufficient vision and hearing to perform all job duties.
- Able to perform physical and mental activities related to the job duties.
- Able to occasionally lift up to 18 kg (40 lbs) and operate related equipment.

May 2016