

School Science Lab Assistant

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POSITION OVERVIEW

Reporting to the Principal and under the direction of the School Science Department Head, the School Science Lab Assistant performs a variety of tasks related to the support of chemistry, biology and physics labs in both junior and senior science classes. As a member of the education team, the Assistant must be vigilant in monitoring student safety and be prepared to address safety emergencies including the clean up of hazardous spills of materials, such as mercury and acids and bases.

POSITION DESCRIPTION SCHOOL SCIENCE LAB ASSISTANT

SSLA - 1

Sets up equipment, chemicals and supplies for chemistry, physics and biology labs at the junior and senior level under the teacher's guidance.

SSLA - 2

Prepares molar solutions of acids, bases and salts.

SSLA - 3

Calculates required mass and prepares standard solutions of salt and bases.

SSLA - 4

Ensures safe work environment by complying with WHMIS regulations for handling hazardous materials, and follows CRD waste regulations and proper procedures in the disposal of chemicals.

SSLA - 5

Cleans up hazardous spills, such as mercury, acids and bases and administers first aid related to chemical accidents as required.

SSLA - 6

Maintains Fischer Chemical Storage standards.

SSLA - 7

Prepares buffer solutions of a given pH and calibrates the pH meter

and prepares chemical indicator and biological stain solutions using appropriate quantities of reagents.

SSLA - 8

Performs titrations to verify the concentration of standardized solutions.

SSLA - 9

Maintains and repairs lab equipment such as electroscopes and ray boxes.

SSLA - 10

Properly sterilizes equipment and cleans glassware using the appropriate solvents.

SSLA -11

Assists teachers in the marking of objective student work.

SSLA -12

Assists teachers in supervising activities, such as field trips.

SSLA -13

Works with the department head to maintain the inventory of lab equipment and chemical supplies including ordering and handling the required chemicals.

SSLA -14

Provides information and assistance to students, District staff, parents and the public by telephone or in person.

SSLA -15

Lifts and moves items such as supplies and equipment up to 18kg (40 lbs).

SSLA -16

Performs other assigned comparable or transient duties, which are within the area of knowledge and skills required by this job description.

**QUALIFICATIONS
SCHOOL SCIENCE LAB ASSISTANT**

EDUCATION	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Grade 12 or equivalent, including Chemistry 11</p> <p><i>OTHER RELATED COURSES</i></p> <p>Workplace Hazardous Material Identification System Training</p> <p>Emergency First Aid Course</p>
EXPERIENCE	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Minimum of 6 months specific experience OR</p> <p>1 to 2 years related experience</p> <p>(life experience will be considered)</p>
KNOWLEDGE	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Specific knowledge of laboratory equipment, chemical preparation, including calculating chemical masses, disposal procedures and the process of cleaning up hazardous spills</p> <p>Specific knowledge of equipment sterilization procedures</p> <p>Basic computer knowledge including Word and Excel and related educational software packages</p> <p>Basic knowledge of classroom procedures</p> <p>Basic knowledge of inclusion and integration principles</p> <p>Basic knowledge of conflict resolution methods and practices</p>
SKILLS AND ABILITIES	<p><i>INTERPERSONAL REQUIREMENTS</i></p> <p>Ability to work cohesively with a number of teachers within the science department to effectively organize</p>

	<p>work schedule(s)</p> <p>Confidentiality</p> <p>Ability to clearly communicate and understand instructions</p> <p>Oral communication skills including the ability to relate to students, staff and the public</p> <p>Tact/Courtesy in explaining and/or exchanging data or information</p> <p>Ability to work in a team/school setting</p> <p>Ability to work with minimal supervision</p> <p>Persuasive Diplomacy</p> <p>Patience</p> <p>Flexibility</p> <p><i>PROBLEM SOLVING REQUIREMENTS</i></p> <p>Ability to supervise students under the direction of the teacher</p> <p>Ability to deal with requests, complaints or clarification of information</p> <p>Creativity/Innovative</p> <p>Ability to document and summarize information</p> <p>Ability to pay close attention to detail</p> <p>Ability to ensure accuracy and reliability of data and/or quality of work assignments</p> <p>Ability to apply conflict resolution skills</p> <p>Ability to give advice, guidance, instructions and directions</p> <p>Organizational skills</p>
<p>WORKING CONDITIONS</p>	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Able to work in an environment with exposure to</p>

	<p>chemicals including the handling of chemicals and work under a fume hood</p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Physically able to lift up to 18 kg (40 lbs) and operate related equipment</p> <p>Able to perform related physical and mental activities</p> <p>Able to work in a highly active physical environment</p>
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Reviewed: June 2019