

LABORATORY TECHNICIAN - (MIS04)

PAY GRADE 6



Position/Title: _____ **Department/School:** _____

Reports to: _____ **Date:** _____

Incumbent: _____ **Supervisor:** _____

Function and Purpose of Position

Laboratory Technicians primary responsibility is to provide assistance to Science teachers by preparing the necessary materials to complete the required laboratory curriculum. Laboratory Technicians may help with many instructional and non-instructional tasks in the classroom and the laboratory. They may:

- Work under the supervision of one teacher or several different teachers
- Work independently with students or in the laboratory with the teacher
- Work with a particular individual student or a group of students within a class
- Perform clerical tasks in the laboratory or school

Activity A: Laboratory Management

- Coordinate operation of the technical laboratory program for staff and students.
- Extensive responsibility for all the equipment/technology within the Science Department.
- Create, update and uphold established laboratory procedures to reinforce curriculum learning.
- Maintain and organize a master schedule for multi-use facilities, equipment and laboratory consumables.
- Communicate with teaching staff and resolve any scheduling or equipment use conflicts.
- Train new teaching staff on school specific laboratory procedures.

Activity B: Laboratory Experiment Preparation and Supervision

- Apply technical expertise for preparation of solutions for biological and chemistry applications.
- Organize supplies for laboratory use.

- Dismantle; clean; restore laboratory materials when labs are completed.
- Evaluate the effectiveness regarding the technical aspects of laboratory use, and suggest required changes.
- Demonstrate highly technical skills for staff and students.
- Train teaching staff and students in the use of a wide variety of scientific and technical. (i.e. pH meters, microscopes, scientific probes...)
- Assist with supervision of students in laboratory setting as requested.

Activity C: Organization and Management of Equipment and Supplies

- Coordinate all equipment repairs and annual maintenance schedules.
- Perform preventative maintenance in all areas
- Develop and maintain an accurate inventory of all chemicals, equipment and materials within the science areas and keep adequate stocks of consumables on hand.
- Contact suppliers (10+) to determine equipment specifications, prices and take appropriate action for coordinating purchases.
- Track and record expenditures, submits invoices and receipts, working within departmental budget.
- Calibration of scientific equipment including balances, scientific probes and pH meters.

Activity D: Coordination of a Safe Working and Learning Environment

- Exercise leadership and initiative to ensure the safety and well-being of all individuals working in the science areas.
- Coordinate with teaching staff and other school personnel during a minor incident such as instrument breakage, spills, etc.
- Maintain an up-to-date internal Material Safety Data Sheets (MSDS) database when required.
- Demonstrate and practice knowledge of safe and appropriate handling of biologically and chemically hazardous materials according to Workplace Hazardous Materials Information System (WHIMIS) standards.
- Responsible for organizing a large amount of chemicals and waste and ensuring that they are stored and/or disposed of in a safe manner.
- Training new staff in school specific science safety procedures.
- Maintaining safety specific equipment within the Science Department such as spill kits, eye wash stations, safety showers, and first aid kits.

EDUCATION AND EXPERIENCE

A) Education

- i) Two year related Diploma in Sciences
- ii) WHMIS Training
- iii) Supplemented by courses related to school programs

B) Experience

- i) A minimum of one (1) year related experience is required.

Equivalencies will be considered.

KNOWLEDGE, SKILLS AND ATTITUDES

- Good oral and written communication skills
- Good interpersonal skills
- A good sense of humour
- Knowledge of office equipment
- Good health and physical fitness
- The ability to take direction and work independently
- Flexibility, patience, sensitivity, tolerance, enthusiasm, creativity and imagination
- The ability to deal with the emotional and mental stress of working with large groups of children who are sometimes active and demanding.

DECISION MAKING

Lab Assistants makes decisions in order to assist the implementation of instructional plans as directed by the teacher. Examples: 1.) Once tasks are assigned the Lab Assistant may decide on the sequence of events; how to format and prepare classroom resources and educational materials to suit the needs of the student(s) (e.g. photocopying, and some word processing). 2.) A decision related to supervision of student's various activities and events under the direction of the teacher (e.g., group children for field trips in manageable groups). 3.) How to design and set up bulletin board displays and/or information areas to support instructional objectives of the teacher.

WORKING WITH OTHERS

Some of the usual contacts that you will have in your position are:

1. Employees in the same department as yours will exchange everyday information and may require explanation and interpretation of that information.
2. Employees in the same school will exchange factual or everyday information.
3. Daily communication with students will require explanation and interpretation of everyday information.
4. As directed by the teacher communicate observations regarding health and behaviours to the teacher (as gathered in logs, charts, and data sheets)

Work is performed under frequent or close supervision. Specific directions and instructions are provided during work process.

PHYSICAL DEMANDS

May be required to routinely lift items weighting up to 10 kilograms. Continuous physical effort is required to move supplies and equipment to/from labs, preparation rooms and classrooms.

Some of the unpleasant aspects of the work environment are:

- Most work is performed while standing
- Contact with infectious diseases
- Noise level
- Chemical/acid fumes
- Hazardous materials

WORKING CONDITIONS

Lab Technician's work is usually located in a comfortable area indoors.

Lab Technician's may have the same holiday schedule as teachers, including a long summer break as well as winter and spring breaks. However, they work on a ten-month contract basis and therefore are not paid during the summer months.

The scheduled hours to be worked will be determined by each specific position.

A personal vehicle may be required to pick up materials or supplies.

ADDITIONAL INFORMATION

Lab Technicians must agree to respect the confidentiality and personal integrity of students, parents, teachers and other staff.