

**SCHOOL DISTRICT NO. 63
(SAANICH)**

JOB DESCRIPTION

CLASSIFICATION

School Support Worker

POSITION

Science Lab Assistant

SUMMARY

Under limited direction of classroom teacher or School Administrator, provides support for secondary school science lab activities.

DUTIES

- Conducts regular physical checks on science lab equipment to ensure that the equipment is in working order
- Repairs and maintains science lab equipment and textbooks
- Maintains security of science lab supplies and equipment
- Checks in/out science textbooks to students and staff using library software
- Completes monthly safety inspections of the science labs and completes written reports
- Ensures that safe practices and procedures are maintained
- Updates the District OHS department with SDS information systems.
- 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 (e.g. 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
- Meets with scientific supply company representatives to discuss equipment and supply requirements.
- Works with Subject Chair to prepare and submit budget requests.
- Researches and assists in the development of new lab procedures
- Purchases, inventories and maintain supplies (including textbooks) 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
- Marks student work
- Duplicates, collates, files and records materials and data
- Monitors students on field trips

* *Performs other assigned duties that are within the area of knowledge and skills required by the job description.*

QUALIFICATIONS

- Grade 12

- Two years post-secondary education in Chemistry and/or Biology
- Two years related experience
- WHMIS Certificate
- Emergency First Aid and CPR Certificate
- 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 the District Library Software
- Working knowledge of word processing, database and spreadsheet software and the use of MS Office Suite
- Working knowledge of basic computer hardware and software

** Or equivalent combination of training and experience.*

DESIRABLE SKILLS

- Basic knowledge of secondary science curriculum

DATE

April 2013

December 2020