

SCIENCE LABORATORY ASSISTANT

DEFINITION

Under general supervision organizes and maintains a science laboratory storeroom; prepares compounds and mixes chemical solutions and reagents; assists in setting up demonstrations and prepares equipment for experiments; assists students as needed; performs routine clerical tasks and related work as required.

CLASS CHARACTERISTICS

Positions in this class are assigned duties requiring, in addition to a good knowledge of the stock and equipment, knowledge of basic science vocabulary and a working knowledge of the subject matter so that material may be prepared for student use, displays, and experiments prepared for instructor use.

EXAMPLES OF DUTIES

Prepares laboratory equipment and/or specimens for demonstrations. *E*

Distributes laboratory equipment and supplies to students. *E*

Disassembles, cleans, and replaces in stock the apparatus used in demonstrations. *E*

Makes adjustments and minor repairs on laboratory equipment. *E*

Prepares chemical solutions; weighs chemicals. *E*

Instructs students in use of laboratory equipment. *E*

Prepares slide mounts. *E*

Cleans laboratory glassware and equipment; maintains shelves, tables, and sinks in proper working condition; maintains stockroom and laboratory in clean and orderly condition. *E*

Tutors science students; grades papers and records grades. *E*

Types and duplicates materials for class use. *E*

Cares for laboratory animals or plants as assigned; prepares and preserves specimens as assigned. *E*

Takes inventory and orders supplies. *E*

Supervises student workers and students in science lab. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Laboratory equipment common to high school science laboratories;
2. Principles of physical and life sciences;
3. Elementary laboratory methods and procedures;
4. Metric system;
5. Modern office equipment and procedures;
6. English usage, spelling, grammar, and punctuation;
7. Basic math;
8. Simple record keeping;
9. General principles of supervision and training; and
10. Appropriate safety precautions and procedures.

Ability to:

1. Prepare laboratory equipment for demonstrations;
2. Make adjustments and minor repairs to laboratory equipment;
3. Compound and prepare standard chemical solutions;
4. Use triple beam balance and electronic balance;
5. Operate audio-visual equipment;
6. Operate a typewriter and computer;
7. Maintain accurate records;
8. Supervise the work of others;
9. Understand and carry out oral and written instructions;
10. Establish and maintain effective relationships with those contacted in the course of work; and
11. Maintain work pace appropriate to given workload.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Some experience working with high school students; and previous experience in laboratory work is desired.

WORKING CONDITIONS

Environment:

Science lab environment; subject to constant interruptions.

Physical Abilities:

Dexterity of hands and fingers to operate, adjust, and repair laboratory equipment; seeing to monitor lab activities and students; hearing and speaking to exchange information; moderate lifting up to 15-44 pounds to maintain stockroom supplies and equipment; bending at the waist; standing for extended periods of time.

Hazards:

Chemical fumes

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