



## **JOB DESCRIPTION**

Salary Grade: 5 CUPE 1328
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Job Title:  
Science Laboratory Technician (Mary Ward)

### **PRIMARY FUNCTION**

The primary function of this job is to assist in the provision, maintenance and management of educational services in the Science Resource Centre.

### **MAIN RESPONSIBILITIES**

1. Prepare and maintain student laboratory kits, by:
  - receiving lab kit requisitions (Chemistry, Physics, and Biology) from teachers (6 including department head) e.g. course no., number of kits, date needed, types of materials, volume, apparatus, etc.
  - preparing the items for the kit by obtaining bottles, chemicals, handwriting labels and pasting on bottles, plastic containers, wooden splints, filter paper, electronic devices (spark timer, stop watches), cow heart, etc.
  - making chemical solutions for lab kits by using pure chemical and then converting them to the requested solution concentrations or by using stock solution and diluting them to achieve the desired concentration
  - utilizing laboratory equipment such as electronic scales, periodic tables, chemical handbook, flasks, pipettes, fume hood, chemical dispensers, etc.
  - placing lab kit items into appropriate containers (basket, Tupperware) ensuring that items are properly packaged, labelling the kit (course no., kit no., bar code)
  - accessing the computer and entering the new lab kit into the bibliographic function
  - receiving used lab kits from students and taking them to the preparation room for restocking

- restocking the kit for re-use by replenishing the solutions, re-supplying the kit with splints, etc.
  - cleaning plastic containers, handwashing items, and placing test tubes, etc. in the dishwasher.
2. Perform duties at the dispensary counter in the Science Resource Centre, by:
- distributing resources (lab kits, books, magnifying glasses, videos, unit guides, etc.) to students to enable them to complete their module work
  - using a computer scanner and bar code system to register the sign-out and return of resources
  - providing advice and guidance on course material to students e.g. questions in Biology, Physics, Chemistry – process, explaining formulae, etc.
  - giving students more chemicals, utensils, etc. as requested
  - collecting students' home/unit work, date-stamping and placing in appropriate teacher's basket
  - maintaining a knowledge of the course material for grades 9 – OAC for all Science subjects (i.e. Biology, Chemistry, Physics).
3. Assist teachers in the maintenance of Science Resource Centre policy, proper order and discipline, by:
- monitoring student behaviour through active presence
  - circulating through the labs and resource centre to provide guidance in experiments, and respond to basic questions
  - requiring students to adhere to the code of behaviour and policy established for the school and the department.
4. Assist in the development and maintenance of Science Resource Centre resources , by:
- developing and maintaining a data bank of all resource material by: writing the call number in each text (grade and number of book); selecting the appropriate menu item in the computer to enter data for bard code purposes; entering the appropriate data for each text, e.g. price, number of days of loan, damage and loss fee, bibliography, etc.
  - entering student/patron records for all Science students (i.e. name, student number, address, etc.)
  - photocopying and collating duo-tangs for unit work, for each module
  - keeping textbooks in good repair, e.g. using tape to repair torn pages, etc.
  - maintaining a stock of chemical substances and equipment in the preparation room by advising department head of depleting supply and ensuring that the room is in proper order (stocking shelves, cleaning, etc.)
  - providing students with access to their student files (contain marked assignments, etc.) and explaining grades, referring to teacher in case of disagreement.

5. Perform other related duties as assigned or required.

### **SKILL**

- 2-year college in science program or equivalent
- 1 – 2 years related experience

### **EFFORT**

- Complexity of the job is in maintaining a level of knowledge of all three subjects (Biology, Chemistry, Physics), modules grades (9-OAC0. Complexity in mixing chemical solutions.
- Physical effort requires that one spend the majority of their time standing up, circulating amongst students, assisting students, working behind the resource counter (shelving, retrieving books, kits, etc.); preparing kits; remaining time is spent on computer.

### **RESPONSIBILITY**

- Accountable for responding to students' queries; Accountable for responding to the requests of the 5 teachers and 1 department head. Accountable for the timely and effective completion of daily responsibilities.
- Errors in the concentration of chemical solutions would produce undesirable student experiment results – requiring the student to re-do the experiment. Errors when responding to student questions would mislead and inconvenience student and delay progress. Errors when signing out materials could result in the loss of materials.
- Contacts with teachers and department head to ensure the effective delivery of programs. Human relations skills (tact) when dealing with students.

### **WORKING CONDITIONS**

- Open concept working environment – 100-150 students in Resource Centre at all times – noisy and full of activity. Care must be taken when preparing chemical solutions, i.e. use of lab coat, gloves, goggles, filtration masks, and work under the fume hood.
- Stress from continuous contact with students and responding to their requests. Stress from dealing with the priorities of 6 staff.