



TITLE	CLASSIFICATION	SALARY GRADE
LABORATORY ASSISTANT, ADAPTED PHYSICAL EDUCATION (APE)	CLASSIFIED	GRADE: L
BOARD POLICY REFERENCE:		2014/15 Classification Review

JOB DESCRIPTION:

Under general supervision, performs preparatory work to assist faculty in the instruction of students; demonstrates theoretical or practical subject matter in a laboratory setting; performs technical duties in the operation and maintenance of laboratories and equipment; follows established policies concerning use and disposal of hazardous or bio-hazardous materials/wastes; and performs related work.

SCOPE:

The Laboratory Assistant, APE provides technical and instructional support to faculty and students in one or more laboratories within the Kinesiology, Dance & Athletics (KAD) department. This position has an in-depth knowledge in the area to which assigned.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Sets up laboratory for demonstrations and exercises; distributes and arranges equipment and other related materials; performs preparation, setup and issuing of materials and equipment for use in demonstrations, exercises and exams; assists in the operation and maintenance of instructional labs; participates in the planning and implementation of exercises; implements new or modified policies and procedures; prepares special instructions for non-routine and complex assignments.
2. Researches new developments in the assigned area; consults with instructors to modify and incorporate changes into laboratory activities.
3. Confers with students regarding classroom or laboratory progress; tutors students individually and in groups in problem areas related to instructional subject matter.
4. Provides physical assistance to students.
5. May administer and score laboratory exams and/or quizzes; confers with instructors and students regarding student test scores; maintains test records, laboratory attendance records and other related records.
6. May report on classroom or laboratory activities and/ or student progress.
7. May order or arrange for the ordering of lab supplies and equipment; receives, stores, issues and maintains lab supplies and equipment.
8. Prepares, tests, adjusts, modifies, maintains, calibrates and operates a variety of laboratory equipment; troubleshoots problems and makes minor repairs and adjustments as necessary or arranges for service repair.
9. Demonstrates the safe and proper use of laboratory equipment.
10. Implements departmental policies and procedures to comply with Federal, State and local hazardous materials, health and safety and hazardous waste regulations; enforces laboratory safety procedures, routinely inspects and/or tests safety equipment and supplies; responds to laboratory emergencies including injuries and spills of hazardous or bio-hazardous materials.

KEY DUTIES AND RESPONSIBILITIES (Continued):

11. May attend departmental and instructional meetings; organizes special events and completes special projects as assigned.
12. May direct the work of student employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Assist a diverse range of students with a variety of physical and intellectual needs; maintain computerized records, databases, reports and files; interpret and apply policies and procedures, rules and regulations; communicate effectively in English; follow and give oral and written directions; identify problems and recommend solutions; work independently with a minimum of supervision; work effectively with others contacted in the course of work; perform routine and analytical work needed to prepare equipment and materials for the laboratory in the area assigned; set up lab equipment and materials; direct or perform demonstrations in the area assigned; understand the function of and be able to operate, demonstrate, maintain, troubleshoot, repair and/or calibrate technical laboratory equipment; research, adapt and apply lab methods, practices and techniques common to the area assigned; handle, store and dispose of hazardous and bio-hazardous materials; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:

Specific subject matter and theoretical principles of the area to which assigned; materials, tools and equipment, supplies and laboratory methods, practices and techniques used in the area assigned; materials and equipment used in the repair, calibration and maintenance of technical laboratory equipment; current and developing environmental health and safety regulations and advances in the area assigned; principles, practices, and environmental health and safety regulations necessary to properly use and dispose of hazardous or bio-hazardous materials or work with laboratory equipment; standard office productivity software; principles of record keeping.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associate's degree with a major related to the area assigned.

Experience:

Previous relevant work experience in an educational setting.

SPECIAL REQUIREMENTS:

May be required to possess certain licenses or certificates (e.g., valid CPR, First Aid, Lifeguard certificate), or possess proof of training in areas relevant to subject matter to which assigned. Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking.