

TITLE	CLASSIFICATION	SALARY GRADE
LABORATORY ASSISTANT, PUBLIC SAFETY	CLASSIFIED	GRADE: K
BOARD POLICY REFERENCE:		2014/15 Classification Review

JOB DESCRIPTION:

Under direction, plan, organize, and coordinate laboratory activities for one or more Public Safety programs, assists in the preparation of instructional materials for laboratory demonstrations or use; assists students with assignments and demonstrates techniques in the use of specialized equipment; and performs related work as required.

SCOPE:

The Laboratory Assistant, Public Safety has a broad depth of knowledge in public safety; responsibilities are discharged with a moderate degree of independence, initiative and interaction with students; coordination of laboratory activities and monitoring a budget.

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. Demonstrates an in-depth theoretical or practical subject matter expertise in a classroom or laboratory setting; researches background of subject matter and other literature to maintain current information.
2. Assists students with assignments and demonstrates techniques in the use of specialized equipment; provides individual tutoring to students and modifies lessons.
3. Assists instructors in the design and construction of new demonstrations and exercises, teaching procedures, and curriculum; may modify lessons and demonstrations when necessary.
4. Assists instructors with researching and writing documents.
5. Sets up laboratory for teaching demonstrations and exercises; distributes and arranges equipment, models, and subject matter; assists with installation of computer hardware and software; assists with troubleshooting and software problems.
6. Advises students regarding course objectives and requirements; instructs students on the use of appropriate materials and equipment.
7. Serves as a technical resource to faculty, students, staff District-wide and the general public.
8. May attend departmental and administrative meetings to coordinate laboratory services.
9. Assists in coordinating laboratory schedules; helps resolve scheduling conflicts with instructors.
10. Maintains and repairs laboratory equipment; makes approved equipment purchases and prepares invoices for payment.
11. Ensures security of laboratory and equipment; ensures availability of laboratory materials for students.
12. Oversees and monitors laboratory budget; approves purchases within budget.
13. May handle or work with hazardous materials.
14. Performs administrative and clerical duties as required.
15. May serve as a lead worker for other classified staff in the area.
16. Supervises and directs the work of student and short-term, non-continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Organize, coordinate, plan and prioritize laboratory activities for the designated area; research, adapt and apply laboratory methods, practices and techniques common to the designated Public Safety area; collect and analyze laboratory data; set up lab equipment and materials; understand the function of, operate, demonstrate, maintain, troubleshoot, repair and calibrate technical laboratory equipment and instruments. Present classroom materials; instruct others and perform experiments and demonstrations in the area assigned; use and demonstrate the specialized instruments and equipment in the area assigned; maintain accurate records; perform clerical and administrative work with accuracy and speed; understand and follow oral and written communications; handle and work with hazardous materials properly and safely; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Fundamentals, terminology, techniques, equipment and materials in area assigned; materials, tools and equipment to be used in the laboratory setting; standard office productivity software; skills in establishing and maintaining effective public relations.

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 some coursework or demonstrated broad knowledge related to the public safety field.

Experience:

Previous experience in a related educational setting.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing or walking while performing classroom demonstrations and experiments. Must be able to work safely in an environment containing hazardous chemicals.