



TITLE	CLASSIFICATION	SALARY GRADE
LABORATORY ASSISTANT/SENIOR, HEALTH SCIENCES	CLASSIFIED	GRADE: L
BOARD POLICY REFERENCE: 2014/15 Classification Review		

JOB DESCRIPTION:

Under direction, coordinates the day-to-day operation of the skills laboratory; assists in the preparation of instructional materials for use or laboratory demonstration; and performs related work as required.

SCOPE:

The Laboratory Assistant/Senior, Health Sciences has an in-depth knowledge of equipment and materials in the health sciences; responsibilities are discharged with demonstrated expertise and authority.

DISTINGUISHING CHARACTERISTICS:

The Health Sciences Laboratory Assistant, Senior is distinguished from the Health Sciences Laboratory Assistant by the in-depth knowledge required in the health sciences and degree of independence required. This classification also has added responsibilities of coordination of skills 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. Coordinates daily skills laboratory schedules, services and staff; ensures efficient operation of skills laboratory.
2. Assists instructors in the design and construction of demonstrations and exercises, teaching procedures, and curriculum.
3. Troubleshoots and resolves skills laboratory issues.
4. Ensures appropriate maintenance and documentation of all student records, laboratory usage records, equipment purchases and service records, and other relevant documentation.
5. Assists students and instructors with problems and demonstrates techniques and the use of specialized equipment; provides individual tutoring to students and modifies lessons as required.
6. Advises students regarding course objectives and requirements to align with specific Healthcare facilities where students will be performing patient care; instructs students on appropriate materials and equipment, including computers and software; maintains inventory of skills laboratories.
7. Maintains current materials, equipment and knowledge in the health sciences in order to provide students with the most applicable information.
8. Attends departmental and administrative meetings to coordinate laboratory services.
9. Oversees and monitors skills laboratory budget; approves purchases within budget.
10. Ensures security of skills laboratory and equipment; ensures availability of laboratory materials for instructors and students; maintains inventory of materials and equipment.
11. Installs, upgrades, and maintains related software; evaluates new software, and reconfigures computers; diagnoses and performs minor computer repairs.

KEY DUTIES AND RESPONSIBILITIES – Continued

12. Performs administrative duties as required.
13. Trains and supervises student employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Coordinate the activities of skills laboratories to supplement classroom instruction; instruct students and perform experiments and demonstrations in the health sciences; use and demonstrate the specialized instruments and equipment; communicate effectively in English; follow and give oral and written directions; identify problems and recommend solutions; work independently with a minimum of supervision; maintain accurate records; maintain cooperative working relationships; demonstrate a sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Fundamentals, terminology, techniques, equipment and materials in the health sciences; materials, tools and equipment to be used in the laboratory setting; budget maintenance and operation; skills in establishing and maintaining effective public relations; standard office productivity software.

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 major coursework and demonstrated broad knowledge related to the health sciences.

Experience:

Some experience in a related educational setting.

LICENSE OR CERTIFICATE:

This classification may require certificates indicating proficiency or training in the area assigned. Must be able to work safely in an environment containing hazardous chemicals.

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.