



TITLE	CLASSIFICATION	SALARY GRADE
SCIENCE LABORATORY INSTRUCTIONAL ASSISTANT	CLASSIFIED	GRADE: N
BOARD POLICY REFERENCE: 2014/15 Classification Review		

**JOB DESCRIPTION:**

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

**SCOPE:**

The Science Laboratory Instructional Assistant provides technical and instructional support to faculty and students in one or more laboratories within a college science department or programs such as Chemistry, Life Sciences, Physics, Earth and Space Sciences, Agriculture, Natural Resources, etc. The Science Laboratory Instructional Assistant has an in-depth knowledge in the science area to which assigned.

**DISTINGUISHING CHARACTERISTICS:**

The Science Laboratory Instructional Assistant is distinguished from the Science Laboratory Technician by the instructional focus and assistance to faculty in instruction.

**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 science demonstrations and exercises; distributes and arranges equipment, models and other related materials; issues materials and equipment for experiments; assists in the operation and maintenance of instructional labs; participates in the planning and implementation of exercises and experiments; implements new or modified policies and procedures; prepares special instructions for non-routine and complex assignments.
2. Researches new developments in the assigned science 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. Administers and scores laboratory exams and/or quizzes; confers with instructors and students regarding student test scores; maintains test records, laboratory attendance records and other related records.
5. Prepares reports on classroom or laboratory activities and/ or student progress.
6. May order or arrange for the ordering of lab supplies and equipment; receives, stores, issues and maintains lab supplies and equipment.
7. 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.

### **KEY DUTIES AND RESPONSIBILITIES – Continued**

8. May prepare reagents and solutions specific to the science area assigned, using established standards.
9. Demonstrates the safe and proper use of laboratory equipment, hazardous or bio-hazardous materials to students.
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.
11. May handle, care for, and/or preserve living organisms.
12. May curate or maintain botanical, zoological and/or microbial collections.
13. May attend departmental and instructional meetings; organizes special events and completes special projects as assigned.
14. May direct the work of student employees.

### **EMPLOYMENT STANDARDS**

#### **ABILITY TO:**

Present classroom materials; maintain accurate 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 reagents, solutions, equipment and materials for the laboratory in the science area assigned; set up lab equipment and materials; direct or perform experiments and 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 science area assigned; collect and analyze laboratory data; handle, care for and/or preserve living organisms if required; curate and maintain botanical, zoological and microbial collections if required; purchase or arrange for the purchase of science laboratory supplies and equipment; 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 science area to which assigned; materials, tools and equipment, supplies and laboratory methods, practices and techniques used in the science area assigned; materials and equipment used in the repair, calibration and maintenance of technical laboratory equipment; care and maintenance of living organisms if required; curating and maintenance of botanical, zoological and microbial collections if required; current and developing environmental health and safety regulations and advances in the science 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:*

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

*Experience:*

Previous relevant work experience in an educational setting is preferred.

**LICENSE OR CERTIFICATE:**

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

**SPECIAL REQUIREMENTS:**

May be required to possess certain licenses or certificates (e.g., valid Class C California driver's license, CPR, First Aid 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.