

**TITLE: Science Laboratory Instructional Assistant**

**CLASSIFICATION: Classified**

**SALARY GRADE: C10**

**SCOPE OF POSITION:**

Under general supervision, provides technical and instructional support to faculty and students within a science-based laboratory. Assists faculty in the instruction of students, performs technical duties in the operation and maintenance of science laboratories and equipment, and follows established policies concerning the transport, use, and disposal of hazardous or bio-hazardous materials/wastes.

**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 laboratories for science demonstrations and exercises, issues materials and equipment for experiments, and may assist in the operation and maintenance of instructional labs.
2. Researches, adapts, and applies lab methods, practices, and techniques common to the science area assigned.
3. Performs routine and analytical work needed to prepare reagents, solutions, equipment, and materials for the laboratory in the science area assigned. Troubleshoots issues and makes repairs.
4. May assist faculty during laboratory instruction, including introduction of laboratory exercises and demonstration of safe and proper use of tools, materials and equipment.
5. May collect and analyze laboratory data and assist faculty in the presentation of data to students during laboratory lectures.
6. Ensures compliance with local, state, and federal hazardous material, waste, and safety regulations. Demonstrates the safe and proper use of laboratory equipment, including the handling, disposal of and transportation of hazardous or biohazardous materials to faculty, staff, and students.
7. May confer with students regarding classroom or lab progress and assists students individually or in groups.
8. May organize special events and outreach projects related to area assigned that require safety protocols to protect the public.
9. Assists with researching, ordering and overseeing inventory of equipment and supplies.
10. Supervises the work of student employees.
11. Directs the work of short-term, non-continuing (STNC) employees.

**KNOWLEDGE OF:**

1. Subject matter and theoretical principles of the science area assigned.
2. Materials, tools, supplies, laboratory methods, and practices and techniques used in the science area assigned.
3. Materials and equipment used in the repair, calibration, and maintenance of technical laboratory equipment.
4. Care and maintenance of living organisms, if applicable to area assigned.
5. Curating and maintenance of botanical, zoological, and microbial collections, if applicable to area assigned.

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### **KNOWLEDGE OF – Continued**

6. Current and developing environmental health and safety regulations and advances in the science area assigned.
7. 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.
8. Principles of record keeping.
9. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
10. Applicable technology usage, including standard office productivity software and other appropriate technology.

### **ABILITY TO:**

1. Prepare, set-up and break down lab activity materials.
2. Safely operate and maintain a variety of laboratory equipment and instructional facilities.
3. Learn and utilize laboratory computer software to perform laboratory experiments and analyze collected data.
4. Handle, store, and dispose of hazardous and bio-hazardous materials.
5. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
6. Communicate effectively, both orally and in writing.
7. Exercise appropriate judgement in interactions with others and with work processes.
8. Interact with the public in a helpful, courteous, and professional manner.
9. Demonstrate sensitivity to, and respect for, a diverse population.

### **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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

### **EDUCATION:**

Bachelor's degree in the discipline assigned, or a closely related field of study required.

### **EXPERIENCE:**

1+ year of related experience in an industry or educational setting.

### **OTHER REQUIREMENTS:**

- 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.
- May be required to possess certain licenses or certificates (e.g., 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 (up to 50 lbs. unassisted), bending, standing, climbing or walking.

### **SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*