

SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows

JOB DESCRIPTION

JOB TITLE: Lab Assistant

DATE: April 2012

REVISED: October 2013

PAY GRADE:

LOCATION: Secondary Schools

SUMMARY: Supports the classroom teacher(s) by providing academic support in subjects requiring a high level of understanding of the course curriculum content and learning concepts and may include skilled technical work in the preparation and operation of laboratories for general science, physics, chemistry, and biology classes. Specific tasks may vary according to the students' needs as determined by the teacher(s) or Principal(s).

DUTIES:

1. Supervises students on an individual or small group basis in the reinforcement of academic material.
2. Assists students to develop long term study skills, work habits and positive attitudes towards learning.
3. Organizes and prepares a variety of laboratory equipment, supplies and materials for experiments, demonstrations, and related purposes including preparation of stock solutions, e.g. 3M HCl. Assists teachers and students in demonstrations and experiments, as required. Cleans up after labs; including washing and storing glassware, reclaiming and storing chemicals and storing equipment.
4. Maintains stock inventory controls and ensures safekeeping of volatile materials and valuable apparatus. Performs maintenance and minor repairs to lab instruments and equipment, such as replacing microscope bulbs, replacing parts on balances and replacing electrodes on Hoffman's apparatus.
5. Assists teachers with supervision of assigned students during bus transportation and field trips.
6. Prepares, maintains, modifies, duplicates, distributes, marks and files instructional materials including monitoring test situations under the direction of a teacher.
7. Assists student with computer equipment and software.
8. Assists in classroom observations and anecdotal record keeping.
9. Assists in maintaining order in the classroom by ensuring adherence to school rules and regulations.
10. Maintains science and math resources using a database program. Completes year end inventory of resources.
11. Attends department, staff, professional development, or accreditation meetings as required.
12. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

1. Successful completion of Grade 12 plus two (2) years post secondary courses in the appropriate subject area(s) or equivalent training and/or successful experience in a related field. Computer literacy.
2. Considerable knowledge of the methods, procedures, materials, equipment, and apparatus used in laboratory work.
3. Ability to impart procedures and routines to others and to supervise techniques of students in a lab environment.
4. Working knowledge of methods and procedures in controlling and regulating behaviour of students. Ability to supervise students and maintain order.
5. Ability to assist in modifying curriculum to suit individual student needs.
6. Safety Oriented First Aid (SOFA) and WHMIS certification.
7. Ability to function and communicate effectively as a member of a team in the support of complex programs requiring a high degree of courtesy, discretion and respect for confidentiality.
8. Flexibility, patience, stamina, emotional stability and maturity to assist students develop to their maximum potential.

JJEC JOINT COMMITTEE MEMBER'S SIGNATURES:

	
	