

# Lab Assistant

## Job Description- Reference code 010014

**Category:** Lab Assistant

**Department:** Teaching & Learning Department

### **General Qualifications:**

- High school diploma or equivalent; additional education or training in laboratory science or a related field is preferred.
- 3 years and above experience working in a laboratory setting, preferably in an educational environment.
- Knowledge of laboratory safety protocols, procedures, and best practices.
- Familiarity with common laboratory equipment, instruments, and supplies used in science experiments.
- Strong organizational skills and attention to detail.
- Ability to work collaboratively with teachers, students, and other staff members.
- Excellent communication and interpersonal skills.
- Ability to prioritize tasks and manage time effectively in a fast-paced environment.

**Reporting:** Teaching & Learning Director

**Job Goal:** The Lab Assistant plays a critical role in supporting the smooth operation of laboratory activities within the school environment. This position involves providing assistance to teachers and students during science experiments, maintaining laboratory equipment and supplies, and ensuring compliance with safety protocols. Specific responsibilities may vary depending on the school's science section curriculum, laboratory facility, and the needs of teachers and students.

### **Essential Functions and Responsibilities**

#### **Lab Setup and Maintenance:**

- Prepare laboratory equipment, materials, and supplies for science experiments and demonstrations.
- Ensure that laboratory workstations are clean, organized, and stocked with necessary items for each experiment.
- Assist in the maintenance and calibration of laboratory equipment, including microscopes, beakers, test tubes, and other instruments.

#### **Assistance During Experiments:**

- Assist teachers and students during laboratory sessions by providing guidance and support as needed.
- Demonstrate proper techniques for handling equipment, conducting experiments, and recording observations.
- Help students troubleshoot issues or challenges encountered during experiments.

**Safety Compliance:**

- Enforce safety protocols and procedures to ensure a safe laboratory environment for students and staff.
- Monitor students' adherence to safety rules and guidelines during laboratory activities.
- Maintain an inventory of safety equipment, such as goggles, gloves, fire extinguishers, and first aid kits.

**Inventory Management:**

- Keep track of laboratory supplies, chemicals, and materials, and replenish as needed.
- Assist in the ordering and procurement of laboratory supplies and equipment within budgetary constraints.
- Maintain records of inventory levels, expenditures, and supplier information.

**Equipment Troubleshooting and Repair:**

- Troubleshoot equipment malfunctions and perform minor repairs or adjustments as necessary.
- Coordinate with vendors or technicians for major equipment repairs or servicing.
- Document equipment maintenance activities and keep maintenance logs up to date.

**Lab Cleanliness and Organization:**

- Clean and sanitize laboratory surfaces, equipment, and glassware after each use.
- Dispose of hazardous materials and waste in accordance with safety regulations and environmental guidelines.
- Organize laboratory storage areas, cabinets, and shelves to facilitate easy access to supplies and equipment.

**Student Supervision:**

- Supervise students during laboratory sessions to ensure proper behavior and adherence to safety rules.
- Provide guidance and assistance to students with experimental procedures and data collection.
- Monitor student progress and offer feedback on laboratory techniques and performance.

**Collaboration with Teachers:**

- Collaborate with science teachers to plan and coordinate laboratory activities that align with curriculum objectives.
- Assist teachers in developing and implementing hands-on experiments and demonstrations to enhance student learning.

- Communicate regularly with teachers to address any concerns or issues related to laboratory resources or activities.

**Term of Employment:** Three - Year Contract renewable yearly by written notice and mutual agreement.

### **Evaluation Method**

The Teaching & Learning Director shall evaluate the Lab Assistant once a year. The Teaching & Learning Director will drive the evaluation process according to the defined procedure. The KPIs for measuring the effectiveness of the Lab Assistant's contribution to the overall academic function of the school include: Lab Setup and Maintenance (Equipment Readiness: Monitor the percentage of laboratory sessions where equipment and materials are prepared and ready for use on time. Lab Cleanliness: Assess the cleanliness and organization of the laboratory environment after each session). Assistance During Experiments (Support to Teachers: Measure the level of assistance provided to teachers and students during laboratory sessions, as indicated by feedback or evaluations. Student Satisfaction: Solicit feedback from students regarding the helpfulness and effectiveness of the Lab Assistant during experiments). Safety Compliance (Adherence to Safety Protocols: Monitor compliance with safety protocols and procedures to ensure a safe laboratory environment. Incident Reports: Track the number of safety incidents or accidents in the laboratory and assess their severity). Inventory Management (Inventory Accuracy: Evaluate the accuracy of inventory records by comparing them with physical inventory counts on a regular basis. Timely Replenishment: Monitor the timeliness of replenishing laboratory supplies and materials to ensure uninterrupted laboratory activities). Equipment Troubleshooting and Repair (Equipment Downtime: Measure the average downtime of laboratory equipment due to malfunctions or repairs. Resolution Time: Assess the timeliness of resolving equipment issues and completing repairs or maintenance tasks). Lab Cleanliness and Organization (Cleanliness Ratings: Conduct periodic assessments or surveys to gauge the cleanliness and organization of the laboratory environment. Feedback from Teachers: Gather feedback from teachers regarding the cleanliness and organization of the laboratory). Student Supervision (Student Engagement: Monitor student engagement and participation during laboratory sessions, as observed by teachers or Lab Assistants. Incident Reports: Track any incidents or disruptions involving students during laboratory sessions and assess their impact on the learning environment). Collaboration with Teachers (Feedback from Teachers: Gather feedback from science teachers regarding the effectiveness of collaboration with the Lab Assistant in planning and conducting laboratory activities. Alignment with Curriculum Objectives: Evaluate the extent to which laboratory activities align with curriculum objectives and support student learning outcomes). Professional Development (Attendance at Training Sessions: Monitor attendance and participation in professional development opportunities related to laboratory safety, equipment maintenance, and best practices. Application of Learning: Assess the application of new skills or knowledge acquired through professional development activities in daily tasks and responsibilities). Cost Efficiency (Budget Adherence: Monitor expenditures related to laboratory supplies, equipment maintenance, and repairs to ensure adherence to

budgetary constraints. Cost-Saving Initiatives: Identify and implement cost-saving initiatives or alternative solutions for equipment maintenance and inventory management).

### **Selection and Appointment Process**

Interested candidates should submit a resume, a portfolio of similar work done, and a cover letter explaining their qualifications and interest in the position. Application instructions and contact information should be included. This Job Description provides an overview of the responsibilities and qualifications for a Lab Assistant at the school. The specific requirements and expectations may vary depending on the school's needs, and the scope of its teaching and learning efforts.