

## Identification

### St. Paul's High School Science Department Laboratory Assistant Job Description

#### Summary

Under direction: Performs, develops, and maintains laboratory and Science equipment in the interest of students and in the support of Science teachers. Primary tasks include lab preparation and cleanup, maintenance of lab equipment and materials, ordering, labelling and inventory of all chemicals and science equipment, WHMIS maintenance, and classroom assistance to teachers.

#### Responsibilities and Duties

##### *Chemicals, Equipment and Supplies*

- prepares and maintains a regular inventory of chemicals and equipment
- maintains a safe and systematic arrangement of store rooms
- regularly inspects chemicals and equipment
- ensures safe storage of chemicals and proper disposal of outdated, hazardous and toxic chemicals in accordance with proper safety procedures
- prepares and sets out solutions and chemicals required for labs
- cleans up lab, solutions, glassware and equipment when lab is completed
- carries out aseptic techniques when dealing with biological specimens
- cleans and maintains lab and safety equipment
- arranges for the repair of equipment as necessary, or when possible does the repairs
- orders chemicals, equipment and supplies as needed using Purchase Orders and secure on-line logins
- authorizes payments to suppliers under direction of Department Head
- purchases expendables and supplies locally if available

##### *WHMIS Maintenance*

- does a yearly inventory of all chemicals and materials on school premises including Maintenance supplies, Science chemicals, Art materials and Drama materials
- implements, maintains and produces correct labelling for Science and Maintenance
- evaluates controlled products to determine health hazards and safety issues
- continually updates MSDS (Materials Safety Data Sheets) for all chemical and material inventories
- trains all staff on WHMIS, including all new staff as well as periodic refresher courses for all staff
- maintains records of above inventories

##### *Classroom Assistance*

- executes in-class demonstrations as required under the supervision of the teacher
- advises the teachers as to selection of experiments and scheduling of labs
- arranges classroom swapping to create lab time for lower priority science classes
- prepares lab directions and information sheets as required
- makes any necessary safety or chemical alterations to experiments
- assembles lab apparatus and materials
- assists in pre-lab instructions including alerting students and teachers to possible hazards

- assists the teacher in supervising labs in session
- disassembles lab apparatus and returns to storage, washes used utensils and safely disposes of extraneous materials which may have been produced
- is available to students for assistance and/or questions regarding lab procedures
- assists teachers in grading lab reports, if requested, with the approval of the Science Department Head
- arranges, sets up, assists with and cleans up after make-up /or missed labs for students
- assists substitutes with equipment and materials needed for Science classes
- provides, sets up and returns laptops, iPads, interfaces and probes for lab use

### ***Communication and Technology***

- prepares the yearly Science budget draft and reports to Science Department Head
- maintains Science Budget files, orders and purchases in a spreadsheet
- updates yearly Science Budget and ensures that it is balanced
- maintains Science probe-ware, installs Science software when needed, supports teacher use of probes and associated software, including the use of laptops, iPads and desktop computers
- researches, develops and tests new and appropriate labs including labs associated with the computer interfaces and probeware
- maintain Science chemical inventory in online Canada Chemventory

### ***Health and Safety***

- cleans, maintains and orders all pertinent safety equipment
- inspects and sterilizes safety goggles after each use
- inspects and periodically tests eyewash stations and deluge shower
- periodically carries out safety inspections of the Science areas
- checks and re-stocks first aid kits in the Science labs, Art room, Drama and Offices
- maintains a working knowledge of Workplace Safety and Health Legislation, the Hazardous Products Act (R.S.C., 1985, c. H-3) and the Hazardous Products Regulations (SOR/2015-17)
- acts as Worker Co-Chair for the SPHS Workplace Safety & Health Committee
- in conjunction with the Employer Co-Chair periodically carries out safety inspections of the entire school

### ***Other Duties***

- supervises examinations and school activities as assigned
- performs other extra-curricular duties as assigned by the Principal
- performs other duties as may be assigned by the Principal or Science Department Head

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