

TITLE: Laboratory Assistant - Science Department  
SECTION: School  
REPORTS TO: Principal or Delegate

SUMMARY:

Under the general supervision of the Principal or Delegate, provides assistance in the Science Laboratory.

DUTIES:

1. Prepares, distributes, receives and checks lab trays.
2. Prepares chemical solutions and may obtain and maintain supplies.
3. Cleans, inspects and maintains lab equipment.
4. Processes requests for learning materials.
5. Disposes of hazardous materials following established procedures.
6. Demonstrates and monitors safety procedures in the science lab.
7. Administers emergency first aid to students.
8. Operates all science laboratory equipment and standard office equipment, including a personal computer and printer, photocopier, fax machine, and provides first-line maintenance as required.
9. May, on occasion, be required to perform other job-related duties as assigned.

QUALIFICATIONS:

Education - the applicant must have completed

- Grade 12
- Supplemented by successful completion of college-recognized program of studies (science focus) of a duration of up to 12 months.
- Level 1 First Aid and CPR
- WHMIS Certificate.

Skills - the applicant must have

- Basic computer skills.
- Proficiency in written and spoken English

Physically Fit

- Physically capable of performing the job duties

Experience - the applicant must have

- Experience in a science lab setting for a period of greater than 1 month.

Other - the applicant must

- Be able to follow established methods and procedures that are well defined and/or detailed
- Show tact and courtesy in dealing with people in the course of his/her duties.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties.

**JOB EVALUATION**

COVERING

**SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)**  
(EMPLOYER)

AND

**CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 606**

**ADVICE OF RATING**

EMPLOYEE NAME:	
JOB TITLE:	52 - Laboratory Assistant - Science Department
LOCATION:	Schools
EFFECTIVE DATE:	January 16, 2008

This is to advise that the rating for the job to which you have been appointed is as follows:

**JOB RATING**

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	4	2	1	3	4	1	4	4	2	2	3
Total Points	272										

RATING CLASSIFICATION: LEVEL	9
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