



# St. John's Academy

*Shawnigan Lake Campus*

## POSITION DESCRIPTION

**Title:** Science Lab Assistant

**Reports to:** Department Head of Science, science teachers and Head of School

**Collaborates with:** Department Head of Science, science teachers

**Remuneration:** Competitive salary, with benefits package

## JOB DESCRIPTION

### Job Summary

Under the direction of classroom teachers, Head of Science, or School Administrator, the Science Lab Assistant performs a variety of tasks related to the support of chemistry, biology, physics, and environmental science in MYP, DP and senior science classes. As a member of the education team, the Science Lab Assistant must be vigilant in monitoring student safety and be prepared to address safety emergencies including the clean-up of hazardous spills of materials.

### Daily Duties and Responsibilities:

- Conducts regular physical checks and monthly safety inspections of science lab equipment to ensure that the equipment is in working order
- Maintains and repairs science lab equipment and textbooks
- Monitors the science area for hazardous conditions, unsafe practices or other safety concerns including the security of the natural gas supply in the lab
- Ensures safe work environment by complying with WHMIS regulations for labeling, handling, storage and disposal of hazardous materials including maintaining and updating SDS information, as required
- Maintains records of chemicals and expiry dates of stock and biologically active material(s)
- Prepares chemicals and related data for safe disposal each June
- Cleans up chemical spills including the maintenance and use of the emergency spill kit (e.g. collecting spilled acids) and administers emergency first aid related to chemical accidents as required
- Under the teacher's guidance, sets up equipment, chemicals, and supplies for science labs and demonstrations, and monitors and assists students when working in lab settings
- Prepares solutions (e.g. acids, bases, salts, buffers, indicators, stains) using appropriate quantities of reagents and stock solutions so that chemical compatibility is maintained at all times, and performs titrations to verify the concentration of standardized solutions
- Properly sterilizes equipment and cleans glassware using appropriate solvents or techniques
- Uses Vernier Graphical Analysis software and maintains proper storage and calibration of Vernier digital sensors and probes

2371 Shawnigan Lake Rd. V0R 2W5 Shawnigan Lake, B.C.

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- Meets with scientific supply company representatives to discuss equipment and supply requirements
- Under the teacher's guidance, researches, plans, and assists in the development of engaging inquiries, demonstrations, lab procedures and science activities
- Works with the Department Head of Science to prepare and submit budget requests, to manage and maintain budget information, and to purchase any inventory supplies, equipment and textbooks
- Assists teachers in the marking of objective student work
- Assists teachers in supervising activities, such as field trips
- Duplicates, collates, files and records materials and data

## **Education, Experience and Skills**

- Two years post-secondary education in Chemistry or related studies from an applied technical college
- One to two years related experience working in a laboratory environment
- WHMIS training
- Emergency first aid and CPR certificate
- Thorough working knowledge of WHMIS legislation for the care and handling of chemicals and for the maintenance and use of scientific equipment
- Thorough working knowledge of chemical nomenclature
- Experience working with chemicals under a fume hood
- Working knowledge of word processing, database and spreadsheet software and the use of MS Office Suite
- Working knowledge of basic computer hardware and software
- A desire and interest to work with children aged 12-18 years old
- Be willing to take part in Child Protection Training

## **Assets**

- Basic knowledge of science curriculum, including BC, MYP and DP
- Basic knowledge of classroom procedures
- Basic knowledge of inclusion and integration principles
- Ability to work cohesively with a number of teachers within the science department
- Working knowledge of Vernier sensors and Graphical Analysis software
- Ability to work with minimal supervision
- Ability to ensure accuracy and reliability of data
- Physically able to lift or move supplies and equipment up to 18kg (40lbs)

## **HOW TO APPLY**

### **Applicants are to provide:**

- One page maximum cover letter

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- CV / resume
- Three (3) references
- Verification of qualification (post-secondary degree and/or other relevant qualifications)
- Email to [careers@stjohnsacademy.ca](mailto:careers@stjohnsacademy.ca)