

# **SCHOOL DISTRICT 70 PACIFIC RIM JOB DESCRIPTION**

TITLE: Science Laboratory Assistant  
LOCATION: ADSS  
REPORTS TO: School Principal  
DATE: June 2008

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## **SUMMARY**

Reporting to the school principal, provide support services for the science programs at Alberni District Secondary School.

## **DUTIES**

Under the direction of the Science Department Head:

1. Prepare laboratory equipment and supplies for student experiments.
2. Prepare and maintain equipment for classroom demonstrations from a central storeroom.
3. As required, maintain plant, animal, aquaria and other displays.
4. Develop and maintain a library of audio visual and written resources.
5. Maintain the inventory of chemicals and distribute the chemicals to other schools as required. Prepare purchase requisitions to order new supplies for Science Department.
6. Co-ordinate activities of student lab aides.

## **QUALIFICATIONS**

1. Possess either a Laboratory Technician diploma or current completion of two years of University level courses in Chemistry, Physics or Biology.
2. Thorough knowledge of procedures appropriate for science labs.
3. Level 1 First Aid and CPR.