

TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
LABORATORY ASSISTANT III	CLASSIFIED	GRADE: K MONTHS:
BOARD POLICY REFERENCE: 2007/2008 CLASSIFICATION REVIEW		Board Approved: 02/10/09

JOB DESCRIPTION:

Under direction, coordinate the day-to-day operation of a laboratory; assist in the preparation of instructional materials for use or laboratory demonstration; hire, train and supervise student assistants and short-term, non-continuing employees; and perform related work as required.

SCOPE:

The Laboratory Assistant III has an in-depth of knowledge in the instructional area to which assigned; responsibilities are discharged with demonstrated expertise and authority.

DISTINGUISHING CHARACTERISTICS:

The Laboratory Assistant III is distinguished from the Laboratory Assistant II by the in-depth knowledge required of the instructional area assigned and degree of independence required. This classification also has added responsibilities of coordination of lab activities and monitoring a budget.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Coordinates daily laboratory schedules, services and staff; ensures efficient operation of a laboratory.
2. Assists instructors in the design and construction of new demonstrations and exercises, teaching procedures, and curriculum.
3. Troubleshoots and resolves laboratory-related problems and issues.
4. Ensures appropriate maintenance and documentation of all student records, laboratory usage records, equipment purchases and service records, and other relevant documentation.
5. Assists students with problems and demonstrates techniques and the use of specialized equipment; provides individual tutoring to students and modifies lessons as required.
6. Advises students regarding course objectives and requirements; instructs students on appropriate materials and equipment, including computers and software; maintains inventory of assigned lab.
7. Maintains current materials and knowledge in the instructional area to which assigned in order to provide students with the most timely information.
8. Attends departmental and administrative meetings to coordinate laboratory services.
9. Oversees and monitors laboratory budget; approves purchases within budget.
10. Ensures security of laboratory and equipment; ensures availability of laboratory materials for students.
11. Installs, upgrades, and maintains related software; evaluates new software, and reconfigures computers; diagnose and perform minor computer repairs.
12. Performs administrative duties as required.
13. Supervises student assistants.

EMPLOYMENT STANDARDS

ABILITY TO:

Coordinate the activities of laboratory to supplement classroom instruction; instruct students and perform experiments and demonstrations in the area assigned; use and demonstrate the specialized instruments and equipment in the area to which assigned; communicate effectively in English; follow and give oral and written directions; identify problems and recommend solutions; work independently with a minimum of supervision; maintain accurate records; act as a lead worker to other classified staff within the area; supervise student assistants and short term non-continuing personnel; maintain cooperative working relationships; demonstrate a sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Fundamentals, terminology, techniques, equipment and materials in area assigned; materials, tools and equipment to be used in the laboratory setting; budget maintenance and operation; skills in establishing and maintaining effective public relations.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Completion of two years of college with major coursework or demonstrated in-depth knowledge in the area assigned.

Experience:

One year experience in tutoring or other work in an educational setting preferred.

LICENSE OR CERTIFICATE:

This classification may require certificates indicating proficiency or training in the area assigned. Must be able to work safely in an environment containing hazardous chemicals.