



Laboratory Technician

Job Title: Laboratory Technician

Department: Science

Reports to: Science Department Chair

Classification: Full-time (school year only), non-exempt, hourly

Dates: August 9, 2021 - June 10, 2022

The Laboratory Technician position assumes the responsibility of managing laboratory activities and resources to support the mission of the Marin Academy Science Department.

Essential Duties and Responsibilities

- Oversee the general usage, setup, cleanup, storage, organization, maintenance, safety, and security of all laboratories and laboratory equipment.
- Manage and coordinate student lab technicians to support the work of the department.
- Participate in departmental meetings and risk management committee meetings as requested.
- Implement and maintain systems to manage the workflow and space/equipment.
- Meet with faculty members as needed for instructions on weekly lab setup and cleanup operations for the teaching laboratories.
- Prepare solutions, cultures, and media using standard laboratory techniques as requested.
- Provide and maintain regular inventory reports listing the supplies, chemicals, software, and equipment available in the laboratories, and remove chemical and biological waste.
- Manage the ordering of chemicals, equipment, and supplies with consultation from department members and record order information in a database.
- Help to collect materials and samples from the field, as needed.
- Maintain up-to-date SDS sheets for all chemicals.
- Arrange for servicing, repair, or replacement of broken equipment.
- Provide lab safety instruction to students, substitute teachers, faculty, and visitors as directed by the science department chair.
- Assist in the maintenance of laboratory OSHA and fire/earthquake safety regulations in teaching labs, prep rooms, and storage areas.
- Provide safety and equipment-use training to students as requested by faculty members.
- Assist in the brainstorming, research, and testing of experiments to enhance the curriculum.
- Be on call to assist teachers and students with prep. and projects in the lab as needed.
- Collaborate with staff and faculty outside of the Science Department for multidisciplinary projects and labs as needed.
- Other duties as assigned.

Desired Qualifications and Skills

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Baccalaureate or higher degree in the sciences
- Competency in laboratory skills and a broad knowledge across the sciences
- Knowledge of risk management protocol and hazardous materials and their disposal regulations (including chemical and biological waste)

- Knowledge of and experience in maintaining inventories, equipment, and model organisms, including bacteria
- Experience and knowledge in the use of science supplies and equipment commonly found in the high school science lab
- Ability to engage in creative problem solving
- Excellent communication skills, both verbal and written
- Ability to listen to the needs of the department, prioritize tasks, plan ahead, and juggle multiple tasks
- Ability to work collaboratively and cooperatively with students, faculty, and other staff
- Ability to think and work independently
- Desire to learn new skills, labs, and equipment on the job
- Ability to listen and respond well to feedback
- Proficiency in computer use and basic software applications with the ability to troubleshoot common computer hardware and software problems
- Ability to troubleshoot instrument problems and make basic equipment repairs
- Ability to work flexible hours, possibly including some evenings and weekends
- Flexibility to perform additional duties for the Department as needed

Marin Academy is an independent, college preparatory high school located in the Bay Area in San Rafael, CA with an enrollment of 400 students with academic talent, interest in the arts and athletics, and a passion for a multitude of issues. Our students come from San Francisco, the East Bay and Sonoma in addition to Marin County. Our teachers are passionate about their subject areas and about working with high school students. Marin Academy has a block schedule in which classes meet every other day for 75-minute periods.

Marin Academy's mission statement "asks every individual to think, question, and create in an environment of encouragement and compassion, and challenges each person to accept the responsibilities posed by education in a democratic society." The school is a vibrant and diverse community, and students and teachers alike continue to work towards the furthering of an inclusive and supportive school. Marin Academy is an equal opportunity employer committed to excellence through diversity, and people of color and women are encouraged to apply.

Please send resume and letter of interest to Ellie Beyers, Science Department Chair, & Stella Beale, Dean of Faculty at employment@ma.org.