

Lab Technician

DEPARTMENT:	Schools	REPORTS TO:	Assistant Principal
WORK SCHEDULE:	10 months, Must be able to work flexible hours	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Part Time	FLSA STATUS:	Non-exempt

Position Description

Lab technicians support teachers' ability to teach students through hands-on experiences. Prepare, setup, maintain, and dismantle equipment and supplies for science labs and demonstrations while ensuring appropriate safety measures are followed. Work closely with the Science Department Chair to research lab needs and purchase lab supplies and equipment. Work closely with the science staff to schedule labs to facilitate the best use of equipment and supplies and to assist with the development of new labs to enhance student excitement and learning.

Task Title	Essential Job Functions	Percent of Time Spent
Lab preparation and cleanup	<ul style="list-style-type: none"> ● Create and maintain lab kits and supplies. ● Make chemical solutions and subject specific materials such as agar plates, live organism cultures, etc. ● Safely dispense, use, and dispose of chemicals and related materials to maintain a safe learning environment for students and staff. ● Share safety information with teachers about chemicals, equipment, live organisms, etc. 	55%
Asset management	<ul style="list-style-type: none"> ● Create and utilize databases to track inventory. ● Repair equipment. ● Restock equipment and supplies. ● Keep area organized and maintain safe storage of chemicals by following guidelines specified in Material Safety Data Sheets and other safety guidelines. ● Keep computer tablets in working order (daily and weekly routine maintenance) and service basic classroom technology equipment. 	25%
Scheduling Labs	<ul style="list-style-type: none"> ● Maintain a calendar of teacher lab requests to allow sharing of lab materials and common equipment 	10%
Budget management	<ul style="list-style-type: none"> ● Work closely with the Department chair to research lab needs and monitor budget. ● Order consumables, replacement equipment, new equipment, and other lab supplies. 	10%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees
- **Supervisory Activities:** None
- **Budget Signing Authority:** Up to \$2000/month
- **Decision-making Authority:** Decisions impact a small team or program

Qualifications

Required

- **Education and Related Work Experience:** The following combinations meet the minimum requirements:
 - Two years of college/associate degree and 2 years of work experience in a lab
 - Bachelor's degree in a science related field

Preferred

- Three years of work experience in a lab

Knowledge & Skills

Knowledge

- **Basic:**
 - Accounting: Analysis and reporting of financial data
 - Computers/IT: Computer hardware and software, including general office applications and databases
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
- **Intermediate:**
 - Administrative: Administrative and office procedures, functions, and office tasks
 - Management: Principles involved in resource allocation and coordination of resources
 - Machines/Tools: Lab equipment and tools, including their uses, repair, and maintenance
 - Customer and personal service: Principles and processes for providing customer and personal services.
 - Education/Training: Principles and methods for training design and instruction.
 - Safety: Policies and procedures for the safe storage, handling, use, and disposal of lab chemicals, supplies, and equipment
- **Advanced:** N/A
- **Expert:** N/A

Skills

- Constantly (More than 5.6 hours or 69% of the day): Reading comprehension, Science, Speaking, Critical thinking, Management of material resources, Time management, Coordination, Service orientation
- Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day): Mathematics, Writing, Active learning, Active listening, Instructing, Complex problem solving, Judgment and decision making, Equipment selection, Operation and control, Troubleshooting

- Occasionally (Up to 2.5 hours or 32% of the day): Learning strategies, Monitoring, Negotiation, Persuasion, Social perceptiveness, Systems evaluation, Equipment maintenance, Operation monitoring, Quality control analysis, Repairing, Technology design
- Rarely (Less than 1 hour or 12% of the day): Management of financial resources

Working Conditions

Physical Demands

- Constantly (more than 5.6 hours or 69% of the day): Finger Dexterity, Color Vision
- Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day): Walking, Carrying/Lifting, Multi-limb coordination, Repetitive motion, Hearing,
- Occasionally (Up to 2.5 hours or 32% of the day): Sitting, Standing, Climbing, Reaching,
- Rarely: (Less than 1 hour or 12% of the day): Pulling/Pushing

Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Medium work:* Exerting 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Working Environment

- *Moderate risk and discomfort level:* The work involves moderate risks or discomforts that require basic safety precautions, e.g., working around moving parts, carts, or machines; exposure to contagious diseases or irritant chemicals. Employees may be required to use common protective clothing or gear, such as masks, gowns, coats, boots, goggles, gloves, or shields.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: April 8, 2024