



External Support Staff Vacancy

SCIENCE LAB ASSISTANT – ON CALL

Posting #:	C1819/150	Location:	Various
Hours per week:	Up to 29 hrs per week	Status:	Casual
Pay Rate:	\$21.32/hr		

District Overview

Driven by our desire to help students thrive in their academic and personal lives, the Saanich School District provides quality educational programs and a safe and nurturing learning environment for the over 7,000 culturally diverse students within its 18 schools. Serving the Saanich Peninsula located just north of Victoria, BC, the district has one of the highest graduation rates in the province and a student body that consistently scores well on annual assessment tests, thanks in large part to the dedication and efforts of our 900 teaching and support staff.

JOB DESCRIPTION

Under limited direction of classroom teacher or School Administrator, provides support for secondary school science lab activities.

DUTIES

- Conducts regular physical checks on science lab equipment to ensure that the equipment is in working order
- Repairs and maintains science lab equipment and textbooks
- Maintains security of science lab supplies and equipment
- Checks in/out science textbooks to students and staff using library software
- Completes monthly safety inspections of the science labs and completes written reports
- Ensures that safe practices and procedures are maintained
- Prepares and cleans up the science labs for secondary science classes
- Administers emergency first aid to students
- Monitors the science area for hazardous conditions, unsafe practices and other safety concerns
- Ensures compliance with WHMIS regulations with regard to labelling, handling, storage and disposal of hazardous materials
- Prepares solutions and stocks chemicals so that chemical compatibility is maintained at all times
- Cleans up chemical spills including the maintenance and use of the emergency spill kit (e.g. collecting spilled mercury)
- Monitors and assists students working in a secondary science lab setting
- Monitors the security of the natural gas supply in the science lab

- Researches, orders and collects supplies and equipment for classroom teachers
- Researches and assists in the development of new lab procedures
- Purchases, inventories and maintain supplies (including textbooks) and science lab equipment
- Prepares chemicals and related data for safe disposal each June
- Manages and maintains budget information
- Uses science related computer software
- Assists teachers in planning classroom science activities
- Marks student work
- Duplicates, collates, files and records materials and data
- Monitors students on field trips

**Performs other assigned duties that are within the area of knowledge and skills required by the job description.*

QUALIFICATIONS

- Grade 12
- Two years post-secondary education in Chemistry and/or Biology
- Two years related experience
- WHMIS Certificate
- 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
- Working knowledge of the District Library Software
- Working knowledge of word processing, database and spreadsheet software and the use of MS Office Suite
- Working knowledge of basic computer hardware and software

** Or equivalent combination of training and experience.*

DESIRABLE SKILLS

- Basic knowledge of secondary science curriculum

To Apply

To apply please send your application to hr_cupe@saanichschools.ca. We thank all applicants for their interest, however, only shortlisted applicants will be contacted.