

SCIENCE LABORATORY HELPER

GENERAL STATEMENT OF DUTIES: Performs basic science laboratory maintenance tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, this position performs basic maintenance tasks in a high school science laboratory. Responsibilities include preparing, dispensing and cleaning glassware and other equipment and supplies, as well as setting up and breaking down experiments. This position is distinguished from Laboratory Assistant by the fact that the incumbent deals strictly with laboratory equipment and supplies, and does not assist either Science teachers or students with the actual conduct of experiments. Supervision is not a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Maintains inventory of chemicals, glassware, laboratory equipment and supplies and requisitions supplies as needed;

Cleans laboratory glassware and other equipment;

Maintains cleanliness and orderliness of laboratory rooms and storage areas;

Prepares chemical solutions for use in the laboratory;

Sets up experiments for class;

Breaks down equipment at the conclusion of experiments;

Coordinates disposal of excess and outdated chemicals and other materials.

REQUIRED KNOWLEDGE SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of routine laboratory procedures; knowledge of laboratory equipment and terminology; ability to follow technical instructions as they relate to the set-up of science experiments; thoroughness; dependability; accuracy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) satisfactory completion of 30 credits at a recognized college or university which included coursework in biology, chemistry or other laboratory science; or (b) one year of laboratory experience in either a school science or industrial laboratory; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.