

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
JOB DESCRIPTION
SCIENCE LABORATORY TECHNICIAN

Date of Adoption: November 29, 2018

JOB TITLE: Science Laboratory Technician

REPORTS TO: K-12 Science Supervisor and/or designee

NATURE AND SCOPE OF JOB: The Science Laboratory Technician supports teachers and the science supervisor in organizing and providing materials and resources for instruction. The major focus is to support the preparation of materials for science laboratory work and to facilitate the purchase and distribution of instructional materials.

QUALIFICATIONS:

1. Hold a Bachelors' Degree in Science from an accredited college or university.
2. Excellent communication and interpersonal skills.
3. NJ Substitute Certification or eligible to obtain the certificate.
4. Demonstrates competence in applying science laboratory operation and safety standards.
5. Provide proof of U.S. Citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
6. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
7. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
8. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
9. Meet such alternates to the above qualifications, as the Superintendent may deem appropriate, acceptable, and legal.

EMPLOYMENT TERMS:

Salary and work year to be determined by the Board of Education.

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JOB RESPONSIBILITIES:

A. Support the preparation of materials for science laboratory work and facilitate the purchase and distribution of instructional materials:

1. Complete teacher requests for laboratory assistance including the preparation of all chemical mixtures, selection of appropriate equipment, cleanup of all equipment and glassware, and maintenance of materials storage.
2. Carry out all duties required by the district Chemical Hygiene Plan including management of chemical storage at Scotch Plains – Fanwood High School, Park Middle School, and Terrill Middle School as the Chemical Hygiene Officer.
3. Carry out all state and/or federally mandated chemical surveys and the related materials management.
4. Facilitate the purchase of instructional materials for the K-12 Science program including expendables, equipment, and textbooks.
 - i. Coordinate communication from teachers regarding their need of science instructional materials with the district science supervisor.
 - ii. Coordinate the distribution of science instructional materials to the teachers including redeeming FOSS Live Material Cards as needed for K-5 teachers.
 - iii. Confirm delivery of science instructional materials to district science supervisor for Purchase Order payment.
5. Maintain and/or manage the repair of science equipment including but not limited to microscopes, electric balances, Vernier hardware, etc.

B. Support district initiatives in science education:

1. Serve as science substitute teacher, demonstration teacher, or team teacher as directed by the science supervisor.
2. Participate in identifying and selecting training activities to maintain personal expertise for the role of Science Laboratory Specialist.
3. Perform all other duties and responsibilities assigned by the Supervisor and/or designee.

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EVALUATION:

The Science Supervisor and/or designee shall evaluate the Science Laboratory Technician in accordance with Board Policy, this Job Description, and such other criteria as shall be established by the Board of Education.