



## Fremont Union High School District

### Position: Para-Educator Lab Assistant

<b>Department/Site:</b>	School Site	<b>Range:</b>	107
<b>Reports to/ Evaluated by:</b>	Assistant Principal	<b>Work Year:</b>	183
		<b>Months:</b>	10

#### Summary of Basic Functions & Responsibilities

Under the technical direction of one or more members of the faculty, provides assistance to students involved in technical or scientific laboratory settings designed to further their knowledge in a specific discipline. The person in this position will help with lab organization, preparation and cleanup, reinforce an enhanced safety agenda, and support Science, Technology, Engineering, and Math (STEM) research needs to support learning in compliance with student lab requirements. Understands and works effectively with people of differing cultures.

#### Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Places, receives, informs teacher of receipt and storing orders of consumables, especially chemicals and safety equipment.
- Maintains chemical storage facilities by removing (and reordering if necessary) outdated chemicals; keeping storage organized and maintaining a chemical inventory.
- Maintain hazardous waste, including informing facilities when bins need to be emptied and supporting teachers in appropriately disposing of materials.
- Ensures that all classrooms have enough personal protective equipment (PPE), such as goggles/aprons/gloves etc., and classroom/lab equipment including safe disposal, containment, showers and eyewash, fume hoods, etc., as needed
- Support teachers' lab preparation and cleanup particularly in areas where student teaching assistants (TAs) cannot (such as solution preparation, access to secure facilities, etc.).
- Under supervision of teachers, provide training for TAs in coordinating large projects.
- Works directly on scheduling and supporting STEM research operations.
- Establish effective rotation among buildings or other site-specific facility information.
- Report to Science Department Lead on a day-to-day basis, and participate in building-team monthly meetings.
- Works with students individually and in class-sized groups to enhance their learning. Provides direct assistance in the use of equipment and materials needed for instruction, as well as orienting students to the laboratory.
- Assists teachers in the classroom/laboratory concurrently with lecture or discussion. May actually perform more dangerous and/or complex procedures for students.
- Receives study and simulation modules from teachers, and then facilitates small groups of students who are participating in the exercises. Suggests alternative simulations, when necessary.
- Administers learning simulations, tests, and quizzes to students as provided by teachers. Corrects tests and assigns grades based on teacher guidelines, reviewing corrected tests and homework results with students.
- Designs, constructs and/or fabricates equipment, modules, and experiments that will assist the teacher in the delivery of desired instructional outcomes.
- Performs other duties as assigned that support the overall objective of the position.

## Qualifications

### Knowledge and Skills:

- Requires specialized knowledge of the principles, practices, procedures, and techniques of the assigned subject area (i.e., sciences).
- Requires some knowledge of instructional methods and techniques.
- Requires in-depth knowledge of laboratory or workshop procedures, organization, equipment, tests, experiments, and simulations.
- Requires knowledge of the handling and treatment of harmful chemicals, substances, and equipment, depending on the type of lab.
- Requires sufficient reading, math, and writing skills to perform individual and small group tutoring.
- Requires sufficient human relations skill to facilitate learning with small groups and to convey technical concepts to others.
- Requires sensitivity to the needs and behavior of students of various ethnic, racial and cultural backgrounds.
- Requires the ability to help explain content to small groups, design and set up laboratory assignments, experiments, simulations, and tests, as well as student projects.
- Must be able to maintain the lab and equipment in a safe and organized manner, including the handling of hazardous or dangerous materials and equipment as required for some labs.
- Requires the ability to instruct students in the use of equipment and programs.
- Requires the ability to perform routine record keeping and report writing duties.
- Must be able to organize and prioritize work and manage time effectively.
- Must be able to communicate in both formal and informal setting with students, instructors, and other interested parties.
- Must be able to coordinate the activities of work study students.

### Physical Abilities:

- Requires the ability to perform indoors in an office and/or classroom/laboratory environment engaged in work of primarily a sedentary to a moderately active nature.
- Requires near visual acuity to read and write printed materials and computer screens.
- Requires hearing and speech ability for ordinary and telephonic conversation, to speak to groups, and to hear sound prompts from equipment.
- Requires ambulatory ability to move about office, classroom/laboratory, and school grounds, to tutor, assist with presentations, and reach work materials.
- Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers.
- Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light to medium weight (under 40 pounds).

### Education:

- Required:
  - The equivalent of a high school diploma and 45 hours of college transfer courses, plus one year of experience working with young children in an organized setting.
- Preferred:
  - Bachelor of Science Degree (in the science area being supported).

### Licenses & Certificates:

- May require a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

### Working Conditions:

- Work is performed indoors and outdoors where significant safety considerations exist from physical labor, handling of medium weight, yet awkward, materials, and chemicals.