DOUGLASCOLLEGE

STAFF JOB DESCRIPTION

JOB DESCRIPTION:	Laboratory Facilitator - Chemistry		
DEPARTMENT:	Faculty of Science and Technology		
REPORTS TO:	Laboratory Supervisor - Chemistry		
JOB DESCRIPTION #:	430.07	PREVIOUS JOB DESC. #:	
PAY LEVEL:	15		
ORIGINAL DATE:	March 1998		
LAST REVISED DATE:	October 2015		

Primary Function:

To provide laboratory instruction, evaluation and supervision of students in the chemistry laboratory including preparation of materials for use in the laboratory, subject to the curricula approval of the Chemistry faculty. Provides exceptional client-centred service on a consistent basis to all stakeholder groups.

Responsibilities:

1. **Provides laboratory instruction and demonstration related to college chemistry courses.**
   a. instructs students with respect to the laboratory component of college chemistry courses;
   b. demonstrates the correct use of equipment in the laboratory;
   c. instructs students with respect to safety procedures;
   d. supervises students in the laboratory, ensuring compliance with safety procedures;
   e. develops and implements strategies to facilitate student learning.

2. **Evaluates student work and performance in relation to laboratory requirements.**
   a. evaluates written work submitted by students as well as the performance of students in the laboratory in relation to laboratory requirements of courses;
   b. assesses and assigns final laboratory grades;
   c. provides additional assistance to students, outside of regularly scheduled laboratory times, in relation to course work.

3. **Prepares materials for use in the laboratory, subject to curricula approval of the Chemistry faculty.**
   a. assesses new information and determines its relative value in relation to facilitating student learning in the laboratory;
   b. sets and evaluates laboratory quizzes and exams;
   c. maintains, updates and arranges for printing of laboratory manuals;
   d. creates and/or initiates the development of supplementary instructional materials such as posters, information sheets, etc.;
   e. researches, designs and writes experiments for student use.

4. **Performs other duties as assigned.**
   a. creates, maintains and update report sheets;

b maintains records of chemistry laboratory grades;
c. sets up laboratory equipment and demonstrations and ensures equipment is in good working order;
d. participates as a discipline member in the revision of laboratory materials and manuals;
e. maintains currency with respect to chemistry and chemistry laboratory instruction;
f. performs duties of Laboratory Technician II, as required.

Supervision or Guidance Exercised:
Supervises students and student assistants in the laboratory with some responsibility for scheduling, assigning or coordinating work.

Physical Assets and Information Management:
Operates and demonstrates the correct use of a variety of scientific laboratory equipment; provides laboratory instruction to students; maintains records of student laboratory grades.

Financial Resources:
Signs for supplies at the Bookstore; purchases supplies using petty cash funds.

Required Education and Experience:

- A B.Sc. in Chemistry from a recognized post-secondary educational institution.
- An equivalent combination of training and experience may be considered.

Required Knowledge, Skills and Abilities:

- Excellent working knowledge of the operation and routine maintenance of laboratory equipment and apparatus together with good working knowledge of safety measures related to the operation of the Chemistry laboratory, including WHMIS.
- Good working knowledge of English (written and verbal).
- A demonstrated ability to:
    - communicate courteously and effectively in person, in writing and over the telephone with students, faculty, administrators, staff, and the public.
    - work independently with minimum direct supervision.
    - establish priorities and achieve deadlines.
    - effectively demonstrate proper laboratory techniques.
    - maintain current knowledge in the field of chemistry.
    - maintain a high degree of confidentiality.

This job description reflects the general responsibilities and duties associated with the job and should not be viewed as a comprehensive list of job tasks.