

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Biology Laboratory Coordinator

Department: Math & Science

Location: SJCC

Date: 3/10/2009

POSITION PURPOSE

Under the direction of assigned administrator, coordinates and supports the operations of a large biology laboratory instructional program including a combination of administrative and instructional support activities. Responsibilities include being the primary individual responsible for carrying out the administrative aspects of biology laboratories such as assigning and overseeing the day to day work of the other biology lab technicians, hiring and scheduling of student help, overseeing the biology supply budget including ordering and handling of biological materials and establishing the technical protocol for all laboratory preparations.

KEY DUTIES AND RESPONSIBILITIES:

Administrative:

1. Track budget expenses for the program working closely with faculty and the Dean to identify all related expenses and appropriate accounts.
2. Coordinate the workload of the laboratory including directing and reviewing the day-to-day work assignments of the Instructional Laboratory Technicians.
3. Work with biology faculty to establish and maintain laboratory procedures and protocols.
4. Provide technical guidance, assistance, and training to laboratory personnel in technical procedures and equipment usage.
5. Schedule, maintain and oversee the use of the computer laboratory and/or natural science museum.
6. Identify part time staffing needs; recommend hiring student employees; hire, schedule, train and supervise student help.
7. Establish and maintain program standards for tutor and student help, maintaining a consistency in delivery of instructional support.
8. Perform routine administrative functions related to data entry, filing and processing paperwork related to temporary employees and student use of the lab and classroom. Maintain and process attendance records for temporary employees. Ensure that student attendance is documented.
9. Collect and compile data/report related to program activity for reporting and budgeting purposes.
10. Assist the Dean with preparation and administration of budgets governing the program and make budget recommendations.
11. Monitor, maintain and order supplies as needed, and make purchase recommendations for equipment and instructional material needs.

Instructional Support:

12. Confer with instructors to determine laboratory needs and anticipated activities.

13. Prepare and arrange for the preparation of a variety of living cultures, solutions, reagents, and specimens to be used in science laboratory experiments, exercises, practices and demonstrations.
14. Analyze and resolve, or assist instructional laboratory personnel in solving problems of inconsistent results in classroom exercises.
15. Utilize proper safety precautions and procedures in handling all types of laboratory specimens, reagents, chemicals, and hazardous waste.
16. Schedule and prepare laboratory facilities for anticipated experiments, demonstrations, exercises, and other activities.
17. Order, procure, pick up, and issue materials, instruments, and equipment maintaining proper procedures and controls.
18. Meet with vendors and suppliers as necessary; prepare purchase requisitions.
19. Maintain inventory of capital and consumable supplies.
20. Provide for the maintenance, testing and calibration of science laboratory equipment and instruments and requisition repairs as necessary.
21. Maintain security and ensure the safe and proper handling, storage, and labeling of hazardous materials and hazardous waste which may include performing any departmental inspections as required by regulatory agencies.
22. Obtain and maintain Material Safety Data Sheets.
23. Provide orientation to students and new faculty on laboratory equipment, facilities, procedures and safe practices.
24. Recommend measures to improve laboratory procedures and use of the equipment.
25. Perform other duties reasonably related to the job classification.

EMPLOYMENT STANDARDS

Knowledge of:

1. Laboratory management techniques including staff scheduling, project planning and task prioritizing, file maintenance, inventory control, and budget tracking procedures.
2. Common office applications like MS Office Suite and Internet tools. Effective use of technology and computer applications for providing instructional support.
3. Hiring, interview, and selection techniques.
4. Administrative processes such as payroll and student records.
5. Learning styles and learning disabilities.
6. Range of courses offered within the assigned instructional area including general biology, molecular biology, environmental science, microbiology and physiology.
7. Effective time management and organizational skills.

8. Principles including aseptic techniques, practices, materials, nomenclature, equipment, and instruments used in physical and/or life science laboratories.
9. Planning, organizing, and scheduling techniques necessary to efficiently operate a large laboratory facility.
10. Record keeping and statistical calculation methods.
11. Proper safety precautions and procedures utilized in handling all types of laboratory hazardous waste.

Skills and Ability to:

1. Apply language skills to read, analyze, interpret and follow laboratory manuals, periodicals, reference manuals, technical procedures and governmental regulations.
2. Write reports, business correspondence, and procedure manuals.
3. Effectively present information and respond to questions from groups of faculty and students.
4. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
5. Effectively communicate and interact with persons of diverse backgrounds and abilities.
6. Establish and maintain cooperative working relationships with those contracted during the course of work.
7. Monitor expenditures and identify budgetary problems or needs.
8. Independently solve subject-related problems in assigned area.
9. Operate computer hardware and utilize software applications including those dedicated to biology laboratory.

Experience and Education:

1. Bachelor's degree or equivalent from a four-year accredited college or university in life sciences.
2. Two years' related experience or training in assigned field.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the individuals we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Licenses/Certificates:

1. Valid California Driver's License

WORKING CONDITIONS

Environment:

1. Typical laboratory environment.

Physical Demands:

1. Must be able to lift and move up to 50 pounds.

Board Approved: 3/10/2009

Salary Range: 90

EEO Category: 2B3 – Technical/Paraprofessional