



JSERRA CATHOLIC HIGH SCHOOL

FAITH. INTELLECT. CHARACTER.

Science Laboratory Technician

Reports To: Dept. Chair and Vice Principal

Job Status: 30-35 hours, full time, 10-month, exempt

Salary Information: Salary will be commensurate with experience. Full benefits and an employer-matched 401(K) retirement program included.

Description: JSerra Catholic High School is seeking to appoint a passionate and motivated Science Technician to provide a comprehensive technical support to teaching staff in a busy Science Department. The Technician will play a role in the day to day running of our facilities. It is essential that our successful candidate is confident in providing technical assistance.

Responsibilities and duties

The technician will undertake technical or administrative duties as requested by teaching staff as described below:

Develop and Support Chemistry Laboratory Experiments: With direction, this candidate must be able to set up chemistry labs, prepare chemical solutions and clean the laboratory using proper disposal techniques. The candidate must be familiar with reactivity of chemicals and be able to look up and perform proper disposal of chemicals. This candidates' responsibilities will include but not limited to ordering chemicals and supplies, organizing a laboratory stockroom, clean glassware and produce an up to date inventory of stock.

Develop and Support Physics Laboratory Experiments: Communicate and coordinate with physics instructors to ensure their laboratory needs are met; set up, test and take down physics laboratory and demonstration materials and return equipment to store room after lessons; troubleshoot laboratory equipment; create/revise laboratory protocols. To trial activities and assist instructors in planning active learning in classrooms and the laboratory.

Perform general monitoring and troubleshooting of physics equipment to maintain quality; resolve minor hardware problems or arrange for repairs, maintain the stock in the physics laboratory equipment and space; order new/replacement laboratory equipment. Organize the store room and produce an up to date inventory of stock.

Develop and Support Biology Laboratory Experiments: Candidate must be capable of setting up, repairing and ordering replacement parts for biology equipment. With direction this candidate must be able to set up Biology labs, prepare chemical solutions, clean the laboratory using proper disposal techniques. Must be able to set up, take-down and clean dissection trays and dissection equipment to minimize biological hazards to students. The candidate must be capable of ordering biological specimens in a timely manner. Organize the store room and produce an up to date inventory of stock.

In addition to the above the technician will undertake additional technical or administrative duties as required.

Knowledge, Skills, and Abilities

- Excellent interpersonal communication skills
- Superb organizational skills
- Ability to set priorities
- Computer proficiency with Microsoft Office
- Is reliable and able to complete tasks effectively without direct supervision
- Is flexible and is prepared to take on a range of tasks
- Is able to communicate appropriately with young people and adults
- Is able to work as part of a team, contributing to the work of the Science team
- Is prepared to undergo further training if required

Education & Experience

- While a chemistry degree would be preferred, the candidate must have completed analytical chemistry, with at least 2 years of college level Chemistry class experience (through organic Chemistry)
- Or experience working in a laboratory as a technician at a High School, college or industry.
- Or 1-year equivalent chemical industry experience
- Or have experience teaching high school Chemistry

Special Qualities & Characteristics

- Passion for the mission of JSerra (i.e. the integral formation of students' faith, intellect, and character)
- Deep appreciation for the Catholic faith and a commitment to the teachings of the Church
- Strong initiative and desire to work in a highly collaborative environment
- Superior rapport with parents, students, and staff