



## JOB DESCRIPTION

### **SCIENCE & DESIGN TECHNOLOGY ASSISTANT (ELEMENTARY SCHOOL)**

Reports to: Teaching & Learning (T&L) Office

**Job Summary:** The Science & Design Technology (DT) assistant will work in a science lab and Makerspace learning environment. The Science & DT assistant will carry out the duties in collaboration with the Science Lab assistant and faculty to support and be responsible for the efficient running of the laboratories and Makerspace, preparation of materials, ensuring sufficient supplies as required are available and prepared, organization of these spaces for learning lessons and provide assistance to the Technology Coordinators and the T&L office.

#### **Duties:**

1. Prepare and set up investigations for all ES classes as instructed by teachers and have a knowledge of all technology needed to meet the needs/demands of the curriculum.
2. Make up necessary science/Makerspace resources for learning without teacher instruction and source and set up materials as and when requested.
3. In charge of purchasing/collecting materials for experiments and know local resources for the ordering of materials and equipment.
4. Maintain all laboratory/Makerspace equipment and ensure proper use of such equipment and when necessary instruct students in its proper use.
5. Work with students (and teachers) to set up special apparatus for projects.
6. Ensure the materials in each classroom are in good working order and that each classroom/laboratory/Makerspace is in order and ready for the next class.
7. Ensure all equipment and apparatus are washed, cleaned and stored after the teacher has indicated their class has completed their work with the equipment.
8. Ensure the safety of the laboratories/Makerspace (e.g. safety gear is maintained, chemicals are stored properly in approved storage areas according to approved classification systems, equipment are turned off at the end of the school day, etc.)
9. Know how to deal with dangerous and potentially dangerous situations and equipment and ensure that proper precautions and trainings are in place.



10. Ensure all safety rules are followed in the handling of all materials and ensure that there is sufficient safety equipment available and it is in good and serviceable condition.
11. Oversee and maintain the preparation and storage rooms and be present whenever possible in the lab prep room so as to be present whenever feasible during times when lessons are being conducted in these spaces.
12. Maintain a database inventory of all equipment and materials, carry out annual inventory to update the database and check supplies.
13. Place orders with the approval of the Teaching & Learning office if and when necessary.
14. Establish realistic reorder levels for all supplies and take delivery and check orders against requisition forms and delivery orders.
15. Be an expert on safety, storage and neutralisation of chemicals before disposal.
16. Ensure chemicals delivered to the labs for teacher / student use are labeled with permanent ink and labels include any safety precautions (ie. corrosive, toxic, flammable, irritant, etc.).
17. Check through new catalogues and advise on need for new equipment.
18. Properly use technology as it relates to labs, maintaining inventories and placing orders into the ISKL Financial systems.
19. Ensure that animals and plants used for experiments are properly cared for and maintained.
20. Train any assistants supporting lessons with minimal teacher assistance.
21. Service equipment during vacation times.
22. Develop new and relevant local contacts for supplies, field trips, consultation, etc.
23. Carry out any other duties as assigned by supervisor(s) as instructed.