Job Title: INSTRUCTIONAL AIDE, LIFE SCIENCE

SUMMARY
Under the direction of the Life Science Department Head, provides instructional and clerical assistance in the Life Science Learning Center; assists students in personalized instruction of biological concepts; assists students in the proper use of equipment and materials; aides in the preparation and maintenance of files, instructional materials, and supplies for the Life Science Learning Center and the Audiotutorial Laboratory.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Assists in the operation and maintenance of the Life Science Learning Center and Audiotutorial Laboratory.

Prepares instructional materials, forms, reports, correspondence and other documents on a computer and software in support of the Learning Center’s activities.

Sets up equipment and prepares materials and chemicals for lab exercises; assures proper working conditions of equipment for exercises and experiments; takes down preparations, cleans and returns equipment and materials to proper locations.

Mixes and prepares a variety or reagents and solutions for laboratory experiments and demonstrations; collects and properly stores hazardous chemicals and materials.

Provides assistance to individuals or groups of students according to instructions in the Learning Center.

Provides individual tutorial assistance to students in the Life Science Learning Center.

Demonstrates and assists students in the proper operation and use of equipment and materials in the Life Science Learning Center.

Prepares instructional materials and equipment for teachers and student use as requested according to approved procedures.

Maintains Learning Center and Audiotutorial Laboratory in a safe, clean and orderly condition.

Maintains the arrangement of equipment and materials in the stockroom.

Notifies appropriate personnel of needed equipment repair and replacement.

Maintains a variety of records and files related to Learning Center activities.

Answers questions and performs a variety of other clerical duties.

Operates a variety of instructional equipment including computer terminals, printers, CD’s, filmstrip viewer, microscopes and other science equipment.
Perform related duties as assigned.

QUALIFICATIONS  To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND ABILITIES:  
KNOWLEDGE OF:  
Basic chemistry and biology concepts.  
Proper use of scientific equipment in an Audiotutorial Laboratory.  
A variety of scientific models as to their structure and function.  
Basic instructional techniques and procedures.  
General office practices, procedures and equipment.  
Proper methods of storing equipment, materials and supplies.  
Record-keeping techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Computer and hardware and software applications.  

ABILITY TO:  
Set up and take down laboratory exercises following set procedures.  
Locate life science equipment and utilize it appropriately.  
Operate equipment, instruments, tools and chemicals used in laboratory assignments.  
Observe proper safety and health regulations, principles and practices.  
Understand and follow oral and written directions.  
Provide instructional reinforcement to individuals and groups of students.  
Provide information and assistance to students and staff.  
Learn and demonstrate operation and maintenance of Life Science Learning Center equipment and materials.  
Assure the care and security of assigned equipment, materials and supplies.  
Perform clerical duties such as filing, duplicating and maintaining records.  
Plan and organize work.  
Communicate effectively both orally and in writing.  
Work cooperatively with others.  
Meet schedules and time lines.  
Lift and move items up to 25 pounds.  

EDUCATION AND EXPERIENCE  
Any combination equivalent to: graduation from high school and some related instructional assistance experience.

LANGUAGE SKILLS  
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
Job Title: INSTRUCTIONAL AIDE, LIFE SCIENCE Continued

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, proportions, percentages and volume. Ability to apply concepts of basic algebra.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to sit, stand, and walk. The employee must be able lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The noise level in the work environment is usually moderate.

Adopted: October 16, 2003
Revised: