

SHANGHAI AMERICAN SCHOOL

SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

TITLE: SCIENCE LAB ASSISTANT
SCALE: SUPPORT STAFF SALARY SCALE
WORKDAYS: Full Time

POSITION SUMMARY:

The Science Lab Assistant provides support to the School Science Department by preparing, setting up and testing laboratory demonstrations and experiments, as assigned by teachers. The Science Lab Assistant ensures the chemical storage facility is set up and maintained according to appropriate safety regulations, and that laboratory equipment and other materials are maintained in a clean and operational order. The Science Lab Assistant prepares solutions for chemistry labs, ensuring precise concentrations and proper handling of chemicals

SUPERVISED, EVALUATED BY & REPORTS TO:

High School Science Department Chair and Building Principal

QUALIFICATIONS, SKILLS & ATTRIBUTES:

- Bachelor degree
- At least 5 years related work experience
- Demonstrated willingness and ability to learn safe chemical storage methods and standards, while maintains up-to-date required certifications required for a science lab assistant.
- Demonstrated willingness and ability to learn equipment, methods and procedures related to a chemical storage facility and the preparation of standard laboratory equipment for demonstration and experiments.
- Demonstrated willingness to learn and ability to follow safety procedures related to chemical laboratories.
- Working knowledge of computer software related to the position.
- Ability to work independently, organize workload, work under periodic pressure and complete assignments with minimal supervision.
- Good interpersonal skills.

PARTIAL LISTING OF DUTIES & RESPONSIBILITIES:

- Set up materials, chemicals and equipment for laboratory demonstrations.
- Removing and storing the chemicals in a timely manner, especially for more dangerous or hazardous chemicals.
- Set up experiments by measuring, mixing and labelling chemicals, preparing chemical solutions and specimens for a variety of science classes.
- Ensure proper identification, storage and disposal of chemicals and solutions according to appropriate safety guidelines. Implement management protocols for equipment safety, environmental safety, and disposals in line with school guidelines and local regulations. Ensure the safe use and storage of hazardous chemicals by promptly communicating with the relevant employee/student regarding controlled substances.
- Report any laboratory safety hazards to the responsible department.
- Maintain comprehensive records of chemicals, including inventory, usages, and disposals.
- Maintain cleanliness, order and overall safety of laboratory preparation area, including the chemical storage facility.
- Perform general clerical duties related to the position such as filing, photocopying, filling out requisitions, data entry (inventory), etc.
- Perform other job related duties of comparable importance, difficulty and responsibility as required.
- Participate in necessary training.
- Other duties as assigned.

SHANGHAI AMERICAN SCHOOL

HOW WE SEE THE WORLD IS HOW WE EXPERIENCE THE WORLD

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

Furthermore, studies show that women and people of color are less likely to apply for positions if they feel they don't meet every criterion listed. SAS is dedicated to diversity, equity, inclusion and belonging. If you have the right disposition for this role, meet many of the requirements, and feel you would be a good match for SAS in this position, please do not hesitate to apply.

CHILD SAFEGUARDING AT SAS

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.