



**Classification Title: Instructional Support Specialist – Sciences**

<b>Department:</b>	Multiple	<b>EEO6 Code:</b>	5
<b>Employee Group:</b>	Classified	<b>Salary Grade:</b>	27
<b>Supervision Received From:</b>	An Assigned Administrator or Supervisor	<b>Date of Origin:</b>	4/2024
<b>Supervision Given:</b>	Direction and Guidance	<b>Last Revision:</b>	4/2024

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

**JOB SUMMARY.**

Provides instructional assistance to science faculty and students in a complex academic subject or in a highly technical instructional science laboratory environment; oversees day-to-day activities of assigned labs, ensuring the safe operation of equipment and work processes and the safe mixing, use, storage and disposal of hazardous chemicals and biohazardous materials; monitors the lab budget and requisitions chemicals, specimens, consumables and supplies to meet laboratory and instructional needs; provides lead oversight to short-term and student employees assigned to the labs; independently performs complex technical duties; assists instructors in developing and implementing instructional programs; maintains a clean, safe and orderly learning environment.

**DISTINGUISHING CHARACTERISTICS.**

Instructional Support Specialist – Sciences is distinguished from Senior Instructional Support Assistant and other specialized Instructional Support Specialist classes by its responsibility for performing the most complex technical work in a highly technical science laboratory including chemistry, life sciences, earth sciences and physics/engineering. Work typically involves mixing, storage and disposal of hazardous chemicals and frequently involves exposure to biohazards. Duties must be carried out in strict compliance with all regulatory and safety requirements.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

**Essential Functions:** Essential responsibilities and duties may include, but are not limited to, the following:

1. Oversees day-to-day activities in an assigned science laboratory; trains students in the setup, operation, use and maintenance of lab equipment, materials and resources; responds to student questions regarding laboratory procedures and requirements; ensures labs are open and ready for use during scheduled hours and that equipment is in sound working order; ensures lab closing procedures are followed; maintains a clean, safe and orderly learning environment, including cleaning counters and hoods and washing, storing and restocking laboratory glassware and other lab supplies; cleans, washes and stores laboratory equipment.
2. May participate in selecting, scheduling, training and overseeing the work of student employees assigned to the lab; leads, assigns work; ensures completeness, accuracy and conformance with District/department/lab standards; provides training on work processes and technical laboratory procedures; prepares timesheets for supervisor to sign; assists in maintaining a fair and open work environment in accordance with the District's commitment to teamwork, mutual trust and respect.

3. Maintains the safety of the laboratory environment; provides instructional support and demonstrates safety procedures to lab assistants and students; monitors activities in the laboratory to ensure safety procedures are followed; inspects and maintains laboratory safety equipment and safety kits such as eye washer, shower, fire extinguisher, respirator and safety kits; immediately reports any safety concerns and/or needed repairs to the supervisor and Environmental Health and Safety (EH&S); provides and documents annual safety training for staff, faculty and lab assistants; in coordination with EH&S, creates and updates safety manuals and handouts; serves as liaison for the annual safety inspection and takes action to correct any deficiencies identified; maintains and updates Material Safety Data Sheets (MSDS) notebooks as required by law.
4. Assists instructors in developing new laboratory exercises; investigates equipment and supplies needed to conduct experiments; prepares cost estimates and recommends alternative methods if needed; participates on committees to evaluate the feasibility of implementing new curriculum and department priorities; develops, explains and demonstrates instructional materials and techniques applicable to an assigned laboratory.
5. Sets up various experiments and classroom demonstrations planned or requested by instructors; calculates, mixes, prepares, labels and stores a variety of chemical solutions, reagents, media, compounds, bacterial cultures and samples; labels, safely stores and periodically arranges with the District's Environmental Health and Safety department for the disposal of expired chemicals, chemical solutions and biohazardous materials generated during daily laboratory use.
6. Operates, maintains, calibrates and arranges for major repairs of complex instrumentation in an assigned laboratory.
7. Monitors the laboratory budget; maintains and prepares requisitions to replenish an inventory of chemicals, including toxic, carcinogenic and radioactive chemicals, bacterial stocks and other consumables and supplies to meet laboratory needs; prepares work orders for facilities repairs and upgrades and for the replacement and purchase of equipment.
8. Provides tutoring assistance to students in assigned subject matter; provides clear and concise explanations and demonstrations to facilitate student understanding and reinforce instructors' teaching; interprets and guides students through course and laboratory assignments; provides guidance to students on study skills; monitors and reviews student work and assignments and discusses student progress with instructors.

#### **Marginal Functions:**

1. Sets up and prepares materials and demonstrations for geology, oceanography and physics labs as applicable to assigned area of responsibility.
2. Purchases and maintains live animals and plants for laboratory use; oversees routine care and maintenance of botanical, zoological and anatomy specimens and department cadavers as applicable to assigned area of responsibility.
3. Operates, cleans, fabricates parts, repairs, enhances and maintains a solar telescope and weather station as applicable to assigned area of responsibility.
4. Performs related duties and responsibilities as required.

#### **QUALIFICATIONS.**

**Experience and Education/Training Guidelines:** Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** One year of experience providing instructional or tutorial assistance to students in the assigned subject matter area, or one year of related work experience in the assigned subject area.

**Education/Training:** Equivalent to a bachelor's degree from an accredited college or university.

**Preferred Qualifications:** Related coursework or degree from an accredited college or university.

**Knowledge of:**

1. Science subject matter areas at the undergraduate level in the area of assignment including, where applicable, theory, concepts, scientific fundamentals, methods and processes, tools, equipment and instrumentation used in the scientific discipline.
2. Formulas, equations, solutions, substances, weights and measures, reactions and symbols used in the assigned area of science discipline.
3. Advanced methods and practices of student instructional support and tutoring.
4. Use and operation of computers with standard business and specialized software applicable to assigned areas of responsibility.
5. Methods and procedures for diagnosing and resolving minor computer hardware and software problems in a classroom or laboratory environment.
6. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
7. District policies and procedures regarding budgeting and purchasing.
8. Office practices and procedures, including recordkeeping.
9. Sources of instructional support materials and aids to meet the needs of students and faculty in a science laboratory.
10. State and federal regulations and laboratory standards, practices and procedures applicable to laboratory safety.
11. District environmental safety policies and procedures and safety methods and practices applicable to the assigned laboratory including the safe mixing, storage and disposal of hazardous chemicals and biohazards in accordance with state and federal requirements and lifting of heavy instruments, materials and study specimens.

**Skill in:**

1. Providing effective tutoring, instructional support and guidance to students in the science discipline applicable to area of assignment; accurately, thoroughly and clearly answering students' subject matter, equipment use and technology questions.
2. Providing day-to-day administrative support and technical support to instructors in carrying out their responsibilities.
3. Organizing, setting priorities and exercising sound independent judgment within areas of responsibility.
4. Assigning and inspecting the work of student workers and lower-level staff.
5. Training, demonstrating, inspecting, enforcing and monitoring safe work practices and safety compliance by instructors, staff, student employees and students in a science laboratory environment with hazardous chemicals, biohazards and other hazards.
6. Providing day-to-day technical support for computer hardware, peripherals and software in assigned laboratories/ centers.
7. Providing guidance to students in the use and operation of specialized laboratory instrumentation, equipment, tools, hardware and software.
8. Analyzing, interpreting, explaining and applying relevant laws, regulations, ordinances and policies.
9. Operating a computer and other standard business and instructional equipment and using enterprise software and standard business software.
10. Organizing and maintaining a variety of records and files.

11. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race, and ethnic backgrounds of community college students, faculty, and staff.
12. Communicating clearly and effectively, both orally and in writing.
13. Maintaining the confidentiality of student records and information.
14. Using tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.
15. Establishing and maintaining effective working relationships with others encountered in the course of work.

### **WORKING CONDITIONS.**

**Environmental Conditions:** The employee typically works in a classroom and laboratory environment and may be regularly exposed to hazardous chemicals, chemical fumes, biological hazards and other potentially harmful materials; periodically works outdoors with exposure to weather conditions; extensive contact with students and faculty.

**Physical Conditions:** Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to walk and stand for prolonged periods; lift or move up to 50 pounds or more; smell and distinguish color; and near visual acuity to operate instruments and read computer screens.

### **TERMS OF EMPLOYMENT.**

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.