



## Science Laboratory Manager

**Reports to:** Director of Academics      **Hours Per Week:** 20  
**Work Year:** Faculty      **Pay Scale:** LAB  
**Job Classification:** Non-Exempt

### JOB SUMMARY

The Science Laboratory Manager will primarily serve the science department to support the set up and break down of experiments and demonstrations, management of student lab assistants, research of new experiments, and the maintenance and upkeep of lab equipment and inventory.

### ESSENTIAL RESPONSIBILITIES & ACCOUNTABILITIES

- Set-up and tear down all lab experiments and demonstrations for science faculty including preparation of all solutions, other chemicals, glassware and equipment
- Assist science faculty with students during laboratory as requested by faculty
- Research and pre-test new laboratory experiments and demonstrations as requested by faculty
- Manage student laboratory assistants
- Clean and regularly organize lab areas in all science classrooms as requested by faculty
- Conduct annual inventories of chemical storage and equipment
- Maintain electronic chemical inventory including MSDS sheets and equipment database
- Prepare and execute purchase orders for tri-annual orders from science supply companies
- Purchase locally sourced lab supplies and complete purchase order requests
- Visually inspect glassware and equipment to arrange for regular maintenance or repair, including microscopes, balances, and other equipment
- Collect, properly store, and inventory chemical hazardous wastes for annual disposal
- Complete an online lab safety course every three years

### MINIMUM REQUIREMENTS

#### Experience

- High school science teacher or lab assistant, or have significant experience working in a hands-on laboratory environment

#### Educational Requirements

- Bachelor's degree in science from an accredited university is preferred

#### Skills

- Demonstrated knowledge and skill in making chemical solutions of specific concentrations, setting up laboratory equipment, performing laboratory procedures
- Ability to troubleshoot issues with equipment
- Competency in lab safety protocol and chemical handling and disposal procedures

- Self-directed individual that can prioritize and take initiative in working collaboratively with faculty and students in the science department

**Behavioral Job Attributes**

- Must support the Catholic, Holy Cross mission and philosophy of the school
- Exercise judgment within defined procedures and practices to determine appropriate action
- Self-starter who is driven to learn and constantly seeks ways to improve professional skills, modernize internal systems and implement best practices
- Team-player who is willing to collaborate and support colleagues when needed
- Ability to work with enthusiasm and pride as a members of the greater Saint Francis, Holy Cross Community
- Act as role model to students and peers, always imparting good citizenship, kindness, friendliness, and helpfulness in a Christian way
- Show respect and service orientation towards all members of the immediate and extended communities

**Physical Requirements**

- Must be able to operate a keyboard and mouse
- Must be able to use a telephone head or handset
- Work requires visual acuity
- Must be able to focus on highly detailed tasks for long periods of time
- Must be able to sit for extended periods of time
- Must be able to lift 25 lbs. in confined spaces

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

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