

Fort Worth Independent School District
Job Description

Title	<u>Elementary Science Lab Assistant</u>
Building/Campus	Various
Duty Days	187
Req #	99100 - 5
Pay Grade	S05
Salary: From	21,583.00
Salary: To	26,959.00
General Summary	Assist the campus science department in providing safe, high quality laboratory and field experiences for students to maximize mastery of essential understandings.
Job Duties	<ul style="list-style-type: none"> · Assist in the planning and implementation of lab activities (solution preparation, setting up lab equipment for students to perform lab exercise) under the direction and guidance of the teacher, lead content teacher, department chair, campus and/or district administration. · Maintain clean, safe, and organized departmental laboratory store rooms. · Maintain a current inventory of all science lab materials and equipment. · Submit and track required paperwork for equipment requiring repair, maintenance, and/or replacement. · Receive equipment and supplies following district guidelines and properly stores that equipment. · Follow all district and state guidelines for storage, use, and disposal of chemicals. · Assist in maintaining Material Safety Data Sheets (MSDS) on all chemicals. · Attend yearly Hazardous Communication Training provided by the district. · Maintain strict confidence of student information and school business. · Attend activities such as professional development, teacher/team planning, and faculty meetings as required. <ul style="list-style-type: none"> · Assist with managing equipment during summer school and/or TAKS camps. · Perform other job related duties as assigned.
Job Qualifications	<p>QUALIFICATIONS</p> <p>Non-Title I</p> <ul style="list-style-type: none"> · High School Diploma or GED · Valid Texas Educational Aide II certification · Experience working with youth preferred <p>Title I</p> <ul style="list-style-type: none"> · Associates degree OR; · High School Diploma/GED + 48 college hours OR; · High School Diploma/GED + pass the Para Pro Assessment test + 2 years experience or 15 college hours OR; · High School Diploma/GED + complete the four day FWISD Human Resources workshop + 2 years experience or 15 college hours. · Valid Texas Education Aide II certification. (15 college hours or two years experience working with children.) · Experience working with youth preferred. <p>OTHER QUALIFICATIONS</p> <ul style="list-style-type: none"> · Demonstrated proficiency in Elementary School science content and laboratory skills preferred. · Evidence of successful completion of 6 hours of college laboratory based courses preferred. · Ability to: <ul style="list-style-type: none"> · operate personal computers and utilize applicable software applications. · assist in instructing high school science. · work well with children. · communicate effectively. · Knowledge of: <ul style="list-style-type: none"> · the District's policies and procedures. · classroom techniques and etiquette.

Application Requirements

- correct English usage, grammar, spelling, punctuation, and vocabulary.
- interpersonal skills using tact, patience and courtesy.

Must complete an online application and attach a resume. Two job related reference letters required if hired. Appropriate license(s)/certification(s) required if hired. Official transcripts required if hired. All foreign transcripts must be equivocated through an approved agency.

[\(Click here for equivocation list\)](#)

Additional Job Information

PHYSICAL JOB REQUIREMENTS

PHYSICAL DEMANDS REFERENCE

Occasionally (0-33% of day, 0-32 repetitions)

Frequently (34-66% of day, 33-200 repetitions)

Constantly (67-100% of day, >200+ repetitions)

PHYSICAL DEMANDS

Frequently on feet in laboratory storerooms and classrooms. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

ENVIRONMENTAL CONDITIONS

Indoors, 100% in controlled environment.

Adequate ventilation and safety equipment provided when dealing with chemicals.

Exposed to dust from stored equipment and books.

Outdoors during field investigations.

A detailed list of physical job requirements is available from the Compensation Department.

These statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all job responsibilities.