

TEACHING LABORATORY SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

An incumbent in this paraprofessional position is responsible for the safe, secure and efficient operation of a variety of biology laboratories at the Community College, including the audio-tutorial laboratory, a self-help learning center where students study biology from prepared tapes and experiments. The incumbent of this position supervises and assists students using the audio-tutorial laboratory. This position involves total responsibility for planning and organizing the set up, use, maintenance and break-down of equipment and laboratory facilities for all the biology laboratories. In addition, this position is responsible for overseeing the inventory, purchasing and budget preparation for all biology laboratory supplies. Work is performed under the general supervision of the Coordinator of Audio-Tutorial Biology, a teaching professional and also under the general supervision of the department head. Supervision is exercised over Teaching Laboratory Assistants and student-aides and work-study aide students.

TYPICAL WORK ACTIVITIES:

1. Supervises and assists lab assistants and student aides in setting up and caring for slides, plastic mounts, preserved and living specimens, scalpels, probes and other laboratory equipment;
2. Instructs, assists and supervises students in the use of tape players, slide viewers, microscopes and other equipment;
3. Assists the students in acquiring a knowledge of biological concepts through examining specimens, charts, models, and slides at the audio-tutorial center;
4. Trains and supervises the Teaching Laboratory Assistants, student aides and work-study aide students in the biology laboratory;
5. Supervises the setting up of laboratories and the scheduling of laboratory assistants;
6. Coordinates the preparation and distribution of learning materials and audio-visual materials for laboratory student;
7. Coordinates the ordering and purchasing of biology laboratory supplies and oversees the preparation of the departmental budget for laboratory expenses;
8. Administers laboratory quizzes and examinations and assists in correcting objective examinations;
9. Coordinates the availability of laboratory materials for off-campus facilities;
10. Coordinates daily and yearly inventory of supplies and equipment;
11. Performs simple yearly inventory of supplies and equipment;
12. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, terminology and practices of biology as an educational discipline; good knowledge of the equipment and procedures used in a standard biology laboratory; working knowledge of budgeting principles; skill in repairing and maintaining laboratory equipment; ability to establish satisfactory relationships with students, faculty and other members of the educational community; ability to lay out and supervise the work of others; ability to effectively coordinate more than one activity at one time; ability to communicate effectively, both orally and in writing; ability to follow oral and written directions; ability to read and interpret technical material within the specific laboratory discipline; ability to keep records; clerical and mechanical aptitude; manual dexterity; patience; physical condition commensurate with the demands of the position.

TEACHING LABORATORY SUPERVISOR (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in biology or a closely related field;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in biology or a closely related field PLUS two years of full-time paid work experience as a laboratory assistant or technician;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

NOTE: A minimum of two years of college training is required in all cases.

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ADOPTED: 08/07/74

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 06/02/86

 07/01/91