



DUTCHESS COUNTY CLASS SPECIFICATION

BIOLOGY TEACHING LABORATORY COORDINATOR

DATE ADOPTED: 5/24/2023

LAST REVISION: 4/23/2025

Page 1 of 2

DISTINGUISHING FEATURES OF THE CLASS:

An incumbent in this paraprofessional position is responsible for the safe, secure and efficient operation of multiple biology laboratories at the Community College and off site in accordance with EPA, OSHA, and state regulations. This position involves total responsibility for planning and organizing the setup, use, maintenance and break-down of equipment, laboratory facilities and biological material for all the biology laboratories. In addition, this position is responsible for overseeing the inventory, purchasing and budget preparation for all laboratory supplies. Work is performed under the general supervision of the Department Head with independent decision making allowed for the coordinating of laboratory and the management of chemical and biological material storage and disposal. Supervision is exercised over Teaching Laboratory Assistants, student-aides and work-study students.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Prepares solutions, apparatus and instrumentation set-ups for biology labs, including biological growth media; sets up and prepares demonstrations of laboratory equipment for faculty members and students;
2. Serves as technical expert for laboratory technology and equipment, and provides guidance on lab procedures to faculty and students in the biology teaching laboratory;
3. Oversees, answers questions, and maintains proper procedures for storage and disposal of chemical and biological waste, including spills and incidents, in accordance with EPA and OSHA regulations in the biology department;
4. Interviews, supervises and trains Teaching Laboratory Assistants, student aides and work-study aide students in biology laboratory techniques and handles scheduling of laboratory assistants;
5. Supervises the setting up of laboratories and the scheduling of the laboratory assistants;
6. Coordinates and performs the ordering and purchasing of biology laboratory supplies, oversees the preparation of the departmental budget for laboratory expenses including daily and yearly inventory of supplies and equipment;
7. Coordinates the availability of laboratory materials for off-campus facilities;
8. Assists students with biological experiments during classroom instruction, as well as outside of scheduled classroom instruction;
9. Recommends lab manual updates for introduction of new technologies, equipment, testing procedures and improvements to existing labs;
10. Maintains biology labs in all aspects including maintenance/fixing of equipment, recording inventory, cleaning/organizing labs, storage and prep areas and the biology Safety Data Sheets for chemicals in the biology department; ensures security of supplies, chemicals and equipment;



DUTCHESS COUNTY CLASS SPECIFICATION

BIOLOGY TEACHING LABORATORY COORDINATOR

DATE ADOPTED: 5/24/2023

LAST REVISION: 4/23/2025

Page 2 of 2

11. Coordinates with biology department chairperson, faculty, students, Open Lab Program, scheduling department, campus programs and local school field trips on lab room usage and materials/supplies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

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 teaching 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; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's Degree in Biology or a Biology field AND two (2) years of full-time paid work experience in a teaching or research laboratory which required the preparation and disposal of chemical or biological substances;
- OR: (B) Associate's Degree in Biology or a Biology field AND four (4) years of full-time paid work experience in a teaching or research laboratory which required the preparation and disposal of chemical or biological substances;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

COUNTY USE ONLY:

BARGAINING UNIT/GRADE: CSEA/13	JURISDICTIONAL CLASSIFICATION: Competitive
REVISION HISTORY: 4/23/25	