

Position: Science Lab Technician

Position Type: Continuing Contract, 30 Hours/Week, September to June

Posted Date: March 10, 2020

Closing Date: April 10, 2020

West Island College (WIC), is a leading co-educational and bilingual day school with exceptional teachers, staff, and a close-knit community of enthusiastic learners. We are seeking a dynamic, innovative, progressive Lab Technician with the ability to support and empower our students and teachers.

At WIC, we embrace big thinking, global perspectives and risk taking. Our innovative and creative programs are rigorous and designed to give our students unparalleled real-world learning opportunities, while preparing them to be future leaders and change makers.

WIC's academic offerings includes an Advancement Placement Programs, an International Studies Program, Outdoor Education, and Business, Engineering, Health Sciences, Liberal & Fine Arts Institutes. Outstanding athletics, small class sizes, and an extensive co-curricular program for 560 students in Grades 7 to 12.

Preferred candidates will be:

- Appreciative of the importance of community and diversity
- Committed to working in a professional learning community, which supports the whole child
- Uncommon in their enthusiasm for their areas of expertise
- Supportive of developmentally responsive learning experiences which reflect the unique needs of learners
- Lifelong learner
- Experienced working collaboratively within and across courses
- Knowledgeable in the application of science laboratory paraprofessional skills, knowledge, techniques, practices and procedures
- Possess strong problem solving, prioritization, multitasking, organizational and time management skills, initiative, discretion, judgement and assumption of responsibility
- Self-reliance, dependability and able to work independently
- Able to promote and contribute to the objectives of the Science program and adhere to safety standards
- Familiar with word processing, spreadsheets, electronic mail, internet searches and comfortable with learning new technologies
- Professionalism, diplomacy, and resolution skills

- Possess strong verbal and written communication skills, interpersonal skills and the ability to relate positively with students, staff and suppliers

Qualifications:

- Completion of a post-secondary diploma or certification in Laboratory Technology or relevant sciences, including a laboratory component, combined with one year directly related experience
- An equivalent combination of directly related post-secondary education and directly related experience may be considered
- Must have current knowledge of the hazards associated with chemicals and the appropriate disposal of chemical waste
- Familiarity with Alberta OH & S legislation in relation to laboratory safety
- Current training in First Aid/ CPR

Specific Responsibilities:

- Prepare and support science laboratory activities according to Alberta Education standards and guidelines
- Collaborate with teachers for the preparation and design of laboratory component of the Science program, providing recommendations regarding laboratory procedures by assessing the safety and effectiveness of labs, recommending substitution of chemicals and equipment, and applying knowledge of specialized techniques and equipment
- Review hazards and controls for the mitigation of risk related to the preparation of the labs and demonstrations
- Implement and demonstrate new technology and presenting information about new experiments or alternative methods
- Label chemicals and solutions in accordance with current approved legislation
- Perform preventative and corrective maintenance, calibration, testing and repairing of equipment
- Stock shelves and clean up after labs
- Accurately calculate molecular concentrations and percentage concentrations of solutions, identifies amounts of chemicals needed for each reaction, and uses chemical equations and various formulae to check for accuracy
- Maintain live materials required in support of the science program as required
- Manage lab equipment allocation/expenditure portion of the science budget and orders and receives supplies and inventories.
- Responsible for safe and secure storage of materials and equipment as required by applicable legislation
- Liaise with applicable suppliers and agencies or vendors to consult with teachers on decisions relevant to science labs
- Maintain an inventory of chemicals and equipment and ensure compliance with the Workplace Hazardous Materials Information System (WHMIS)
- Inform staff of WHMIS compliance initiatives and how to access chemical database

- Submit annual chemical inventory to the designated person responsible for hazardous materials
- Adhere to safe work practices in the storage and disposal of hazardous wastes within the facility
- Maintain laboratory safety equipment and promote safe laboratory practices.
- Coordinate room and equipment safety checks.
- Recommend safe work practices to students and staff and assist in the safety training of science staff and students
- Respond to emergency situations such as chemical spills, using First Aid training if applicable
- Work collaboratively with the Facilities team to ensure proper cleaning, maintenance and functioning of science department spaces

West Island College offers an inspirational working environment, supported development and growth opportunities and a competitive and comprehensive compensation package including a Registered Retirement Savings Plan matching program. Cover letters and resumes should be sent electronically to Carla Huhn, Manager of Corporate and Human Resource Services at careers@mywic.ca.

As a condition of employment, the successful candidate must provide a current Police Information Check and a Vulnerable Sector Check. We thank all candidates and advise that only those selected for an interview will be contacted.

Be Bold. Be Brave. Be Ready.