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TEACHING AND LEARNING JOB FAMILY – ACADEMIC SUPPORT

JOB FAMILY CONCEPT: The Teaching and Learning job family are responsible for activities involved in the teaching and training of children, students, staff and community members of a wide variety of subjects and educational/training levels. The Teaching and Learning job family provides classroom and academic support by ensuring access and enhancing the learning experience; provides training, facilitation and instruction by assessing needs, developing content, curriculum and content delivery; and develops and coordinates ongoing educational and training programming.

ACADEMIC SUPPORT

This role is participates in learning activities in academic spaces including simulation rooms and laboratories providing support, coordination and facilitation in learning environments.

ACADEMIC SUPPORT 1

Typical Functions

- Assists in preparing teaching/learning activities in laboratory setting.
- Prepares equipment and supplies; sets up and breaks down labs including simulation labs.
- Maintains laboratory and simulation rooms.
- Maintains supply inventory, ordering and restocking.
- Maintains laboratory and simulation equipment; including cleaning, quality assurance, facilitating repair.
- Maintains laboratory schedules, room assignments, equipment allocation.
- Opens and closes laboratories, preparing equipment and technology for use.
- Maintains records
- Performs minor laboratory procedures or tasks.

Complexity and Decision Making Authority

Knowledge, Skills, and Abilities

Communication skills. Ability to multi-task and prioritize work.

Education/Experience

High school with experience the in subject matter field.

ACADEMIC SUPPORT 2

Typical Functions

- Trains GTAs and students on laboratory procedures and safety.
- Assists GTAs in implementing weekly lab exercises; assists students during laboratory sections.
- Assists with developing and improving laboratory exercises and simulations; may provide input on curriculum development.
- Facilitates simulation scenarios by prepping equipment and assisting with exercises.
- Provide support and troubleshooting to simulation technology; facilitates vendor assistance.
- Prepares media and reagents.
- Sets up and operates laboratory apparatus, equipment and supplies.

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- Maintains, orders and purchases chemical and equipment inventories.
- Opens and unlocks laboratory for sections.
- Ensures safety practices are followed; responds to lab accidents; provides minor first aid.
- Participates in safety committees; provides safety training; may serve on safety committees.
- May supervise student laboratory assistants.
- May assist with budgets and other financial duties.
- May provide input on student progress.

Complexity and Decision Making Authority

Knowledge, Skills, and Abilities

Knowledge of hazardous materials and their handling.

Education/Experience

Bachelor's degree and experience working professionally with the in subject matter field, or an equivalent combination of education, training, and experience. Master's preferred.

License/Certification

Applicable specialized training and certification may be required.

ACADEMIC SUPPORT 3

Typical Functions

- Teaches sections of laboratories, presents lectures or facilitates group discussions.
- Facilitates simulation activities by coordinating, observing, providing feedback, coaching and instruction, evaluates participants.
- Provides input on curriculum development. Develops laboratory exercises and assignments. Prepares instructional materials. Grades assignments and student performance using established rubrics.
- Gives feedback and guidance to students; helps students think through process and helps them to problem solve.
- Provides oversight of laboratory safety and hazardous materials regulatory compliance.
- Develops and implements of laboratory safety and usage protocols.
- Manages supplies and equipment; plans for usage for academic year; directs the ordering and maintenance of supplies and equipment.
- Oversees budgets and financial aspects of academic space/laboratory.
- Coordinates course calendar and schedules; arranges for off-site visits and field trips.
- Coordinates and delivers laboratory orientations for students, graduate students.
- Manages classroom technology and computer laboratories. Responsible for maintaining, arranging for repair and recommending replacement and other purchases.
- Supervises staff.
- May be responsible for classroom technology/simulation in a specialty area.

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Complexity and Decision Making Authority

Individuals are challenged to give experienced guidance and feedback to students that is gained from experience in the subject matter field.

Knowledge, Skills, and Abilities

Knowledge of applicable subject matter.

Education/Experience

Bachelor's degree in a relevant field and five years of related experience, or an equivalent combination of education, training, and experience. Master's degree preferred.

License/Certification

Applicable specialized training and certification may be required.