



## Job Description

**Job Title:** Instructional Assistant II or IV  
Environmental Lab Assistant

**Position Code:** 3N02, CN02, 3N12, or CN12

**Job Classification:** Non-Exempt

**Supervisor:** Principal

**Pay Grade:** 12 or 14

**Contract Length:** 192 Days

### **Job Summary**

Position is responsible for performing a variety of tasks within an elementary environmental science magnet school. Position develops and conducts laboratory activities/experiments, works directly with students, and assists teachers with implementing instructional lessons. Position attends to animals (such as rabbits, gerbils, birds, guinea pigs, etc.) and performs tasks such as feeding, watering, grooming, and observing symptoms of illness. Position also maintains and cares for a variety of plant species within the school.

### **Essential Duties**

1. Develops, sets up, and conducts science laboratory experiments appropriate to the age range and abilities of students.
2. Assists teachers with developing and implementing instructional lessons and activities.
3. Works with individual and/or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
4. Assists students with completing their assigned lessons and laboratory experiments.
5. Explains to students proper procedures for the care and handling of animals and plant life.
6. Assists with monitoring student behavior, supervising the activities of children, and maintaining a safe and orderly environment during field trips, outdoor activities, and classroom laboratory experiences.
7. Assists teachers with evaluating student achievement.
8. Assists with promoting and developing students' interests in the field of science and the environment.
9. Plans and conducts ecological outdoor activities, field trips, and related environmental functions for students within the school.
10. Monitors and observes the physical condition of animals within the school to detect illness, irregularities, or conditions requiring professional medical care and notifies appropriate personnel as necessary.
11. Grooms, waters and feeds rations of food to animals according to instructions and established schedules.
12. Cleans, disinfects, and maintains animal quarters, cages, pens, and fenced yards using appropriate chemical solutions; and performs minor repairs as necessary.
13. Handles animals and physically transfers them between quarters as necessary.
14. Adjusts humidity and temperature controls of animal's quarters to maintain specified environmental conditions.
15. Cleans, sterilizes, and maintains laboratory equipment and instruments to include glassware, sinks, tables, and test panels using various types of solvents.
16. Utilizes appropriate gardening tools and chemical solutions to fertilize, water, transplant, and care for plants within the school in accordance with requirements of the species.

### **Other Duties:**

1. Performs any other related duties as assigned by the Principal or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a high school diploma (or GED) with some college level coursework in science education, biology, chemistry or a related field; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Some previous work experience involving children preferred. Must possess knowledge of science/environmental subject matter, animal habitats/care, and horticultural techniques. Must possess some knowledge and understanding of child growth and development. Must possess the ability to develop and conduct science laboratory experiments and assist teachers with implementing instructional plans. Must possess the ability to work effectively with elementary school age children.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Duties are performed in a classroom, laboratory, and outdoor environment. While performing the duties of this job, the employee is frequently required to handle animals; reach with hands and arms; stoop, kneel, crouch, or bend; and grasp laboratory equipment & instruments. The employee must occasionally lift, move, and/or carry animals, plants, laboratory instruments, and related equipment 21-50 pounds. While performing the duties of this job, the employee is frequently exposed to potentially dangerous chemicals, gasses, fumes, and other solutions/airborne particles when working with plants, animals, and in a laboratory.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Principal

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Environmental Lab Assistant will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) Signature Date