

INSTRUCTIONAL LABORATORY SUPERVISOR

DEFINITION

Under the general direction of the assigned Administrator, plans, organizes, and directs the operations of multiple laboratories on a college campus; ensures labs operate efficiently, effectively and safely; trains, supervises, and evaluates the performance of assigned personnel; performs related duties as assigned.

Instructional Laboratory Supervisor will be assigned to one of the following:

- Health Programs
- Science Programs

TYPICAL DUTIES

Plans, organizes, and directs the operations of instructional clinics/laboratories. Works with District Risk Management to maintain current knowledge of and ensure compliance with federal and state regulatory, safety and health standards and to ensure safe and legal acquisition, use, storage and disposal of all chemicals and hazardous materials in the clinics/laboratories. Maintains all appropriate state and federal permits and required annual reports. In coordination with the dean and faculty; develops, records, implements and oversees work/lab policies and procedures to ensure a safe and effective work and learning environment in support of student learning objectives. Hires, trains, supervises, schedules, and evaluates the performance of assigned personnel. Works with appropriate staff members in maintaining Standard Operating Procedures (SOPs) for clinical/laboratory preparations. Schedules personnel to support the clinical/laboratory programs. Works with appropriate dean in developing departmental budget needs. Monitors and maintains budgets for assigned functions and activities, including specifying, ordering, receiving and issuing materials, parts and supplies; monitor expenditures in accordance with District policies and procedures. Oversees the inventory of equipment by funding source. Maintains inventory of expendable supplies and orders supplies needed for the operation of multiple clinics/laboratories. Oversees preparation of clinical/laboratory material and equipment for clinical/laboratory sessions and class demonstrations according to the instructions of the faculty. Acquires, controls, safely stores, operates, maintains, and repairs large inventory of delicate, expensive clinical/laboratory equipment, and materials in assigned area; this may include hazardous and infectious materials. Serves as resource person to instructors; recommends clinical/laboratory equipment and supplies. Coordinates the purchase of new equipment and software. Ensures the security of assigned assets. Schedules maintenance of assigned equipment and orders replacement components as needed. Coordinates clinical/laboratory upgrades and renovations in collaboration with faculty and assigned dean. Coordinates the scheduling and use of facilities and equipment with technicians and faculty and works with Facilities Management regarding building concerns. Performs related duties as assigned.

If assigned to Health Programs (Typical duties plus):

Oversees use of simulation equipment in an instructional setting. Assists with clinical laboratory reorganization efforts. Duties include assisting with the Science and Allied Health Tutoring Center.

If assigned to Science Programs (Typical duties plus):

Acts as the Chemical Hygiene Officer for the science labs. Oversees collection and maintenance of live and preserved plant and animal specimens and bacterial cultures using appropriate techniques, equipment, and procedures. Ensures life science museum/teaching collection is maintained in good order, including overseeing the repair/replacement of museum artifacts as appropriate; and oversees the scheduling of faculty use of the collection and other educational uses of the collection.

QUALIFICATIONS

EXPERIENCE

Three years of increasingly responsible experience related to the duties of the assignment, including one year in a lead or supervisory capacity, in a related clinical/laboratory environment.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

EDUCATION

Bachelor's degree from an accredited college or university in a discipline related to the assignment, or an Associate's degree from an accredited college or university in a discipline related to the assignment plus two additional years of qualifying experience.

KNOWLEDGE OF

Principles and practices of supervision, training, and evaluation; interpersonal skills using tact, patience and courtesy; budget preparation and control; computer systems and applications related to coordinating clinical/instructional laboratories used in the assigned area; records management and retention; modern office practices, procedures and equipment; clinic/laboratory subject matter, terminology and techniques, specialized instruments, equipment and materials to be used in the assigned area; use of simulation equipment in an instructional setting; material safety data sheets (MSDS); federal, state and local laws and regulations which guide the safe and legal acquisition, use, storage, emergency procedures and disposal of all chemicals and hazardous materials; safety regulations, procedures and practices; computer software/programs as required to fulfill the requirements of the job.

ABILITY TO (ESSENTIAL FUNCTIONS)

Perform the essential functions of the position; plan, organize, control and direct the operations of multiple instructional clinics/laboratories; work cooperatively and effectively with the public, students, faculty and staff; work independently with minimal direction; supervise, train and evaluate personnel; maintain records and prepare reports; use specialized instruments and equipment for clinics/laboratories to which assigned; comply with, implement, oversee and train others on applicable safety rules, regulations and practices to facilitate a safe working and learning environment; communicate effectively both orally and in writing; meet schedules and timelines; sustain regular work attendance; analyze situations accurately and adopt an effective course of action; read interpret, apply and explain rules, regulations, policies and procedures; multitask effectively and be detail oriented; operate a variety of modern office equipment and utilize software programs/applications for specific tasks; have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.