

**BERRYESSA UNION SCHOOL DISTRICT  
POSITION DESCRIPTION**

**JOB TITLE: Math-Science Lab Associate**

**Job Purpose Statement/s:** The position of Math-Science Lab Associate is done for the purpose of assisting, under direct supervision, with the supervision and instruction of students in a lab setting; relieving teachers of routine clerical tasks; and assisting students with science projects.

**Essential Job Functions:**

- Assists site administrators and teachers in implementation of lesson plans.
- Guides scientific understanding to provide support and reinforce classroom objectives.
- Prepares material, i.e. hands on math/ and science activities and experiments initially introduced by teachers, to improve student learning.
- Assists with the purchase of consumables for lab and experiments to maintain availability of required materials.
- Maintains Math-Science Lab equipment, materials and students' files/records to ensure a safe and appropriate learning environment.
- Monitors and assists individual students during classroom and/or playground activities to maintain a safe and positive learning environment.
- Assists students in learning proper use of equipment and instructional material.
- Performs record keeping and basic clerical functions, scheduling, copying etc. to support teachers with maintenance of student files and classroom materials.

**Other Job Functions:**

- Administers/proctors tests and corrects papers to assist teachers in evaluating students' progress.
- Assists other personnel as may be required to support them in the completion of their work activities.
- Confers with teachers and parents to assist in evaluation of students, progress and/or implementation of students' objectives.
- Participates in various meetings and staff development for the purpose of sharing information and/or improving skills/knowledge.
- Perform other job related duties as may be assigned.

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**Job Requirements - Qualifications:**

**Education and Experience Requirements:**

- High School diploma or equivalent
- No Child Left Behind compliance.
- Prior job related experience with school age children.

**Skills, Knowledge, Abilities, and/or Physical Requirements:**

- Skills to communicate clearly and effectively; perform basic clerical functions; operate standard office equipment including use of computer applications to enhance essential job functions; use English in both written and verbal form; use correct grammar, punctuation and spelling; perform basic arithmetic calculation.
- Knowledge of science and math concepts; principles of child development and safe practices for indoor and outdoor activities.
- Abilities to sit for prolonged periods; understand and carry out oral and written instructions; maintain confidentiality of student records; meet schedules and deadlines; read/interpret/apply rules, regulations, policies; learn about method and materials used in a variety of instructional situations; interact positively with persons of different age groups and cultural backgrounds. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near/far visual acuity.

**Licenses, Certifications, Bonding, and/or Testing Requirements:**

- Criminal Justice Fingerprint Clearance.
- Valid California Drivers License.
- Tuberculin Clearance.
- First Aid and Cardiopulmonary Resuscitation Certificates may be required.

**Reports To:** Site Administrator

**Work Year:** 10 months

**Salary Placement:** CSEA Salary Schedule Range 6

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**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's Policy and Evaluation of Classified personnel and the CSEA Contract.

Board Approved: June 16, 1998  
Revised: November 16, 2010