



COORDINATOR, LABORATORY BIOLOGY

DEFINITION

Under general supervision, oversees day-to-day activities of a biology laboratory; provides specialized instructional assistance and technical support to faculty and students; plans, prepares, and sets up exercises, demonstrations, instructional materials, and supplies; ensures laboratory safety compliance, reporting, and accountability in accordance with federal and state regulations and District policies and procedures; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned Dean. Exercises technical and functional direction over and provides training to assigned student workers.

CLASS CHARACTERISTICS

This is a coordinator class responsible for independently coordinating biology laboratory operations and classes. The duties involved include the implementation of the goals and objectives and oversight of budget, performance, reporting, accountability, and regulatory compliance. Positions work on tasks that are varied and complex, requiring the use of considerable discretion and independent judgment in performing assigned work, or ensuring the efficient and effective functioning of an assigned program or operational area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This classification is distinguished from other instructional support and laboratory technician positions by having subject matter expertise in biology and responsibility for planning and recommending laboratory classes and exercises.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Oversees day-to-day operations of the biology laboratory by preparing and setting up laboratory, demonstrations, and instructional materials; implements laboratory policies and directives according to District, federal, or state guidelines and regulations; monitors laboratory classes and activities; organizes, arranges, stocks, and distributes materials, equipment, and supplies.
- Assists faculty in the development of laboratory curriculum by participating in the planning, development, and implementation of policies, procedures, and action plans for the laboratory, including incorporating regulatory updates, safety protocols, and technological advancements, as appropriate; provides faculty guidance on feasibility of laboratory services.
- Provides instructional support and training to students and faculty in the biology program; conducts instructional demonstrations of procedures and techniques; explains related principles, practices, procedures, methods, materials, terminology, and equipment; maintains quality control of experiments.
- Manages the preparation of microbial media and the sterilization of equipment, media, and cultures using specialized equipment, ensuring adherence to best practices.
- Creates and tests microbiological specimens and media in compliance with procedures and Good Laboratory Practice (GLP)/Good Manufacturing Practice (GMP) requirements including identification, growth performance, and contamination checks.

- Researches, recommends, procures, and schedules delivery of laboratory supplies, materials, and specimens; creates purchase requisitions and processes invoices for payment; monitors program budget and expenditures; monitors, receives, stores, and maintains adequate inventory levels; maintains records.
- Operates, demonstrates use of, and maintains laboratory instruments and equipment including personal protective equipment, microscopes, polymerase chain reaction (PCR) machines, and centrifuges; assists faculty and students in proper and safe methods in usage of instruments and equipment.
- Maintains, repairs, and troubleshoots instrumentation and equipment; ensures that all equipment and instruments are in a safe and operational condition; documents procedures for proper use and maintenance of instruments and equipment; maintains accurate reports and records of work performed and materials and equipment used.
- Oversees laboratory safety program by serving as a primary point of contact for environmental compliance inspections, developing safety standards and procedures, maintaining material safety data sheets, and ensuring compliance with regulatory requirements.
- Monitors, researches, and distributes information regarding changes in regulatory guidelines as well as trends and developments in biological techniques and technology; maintains and updates protocol manuals.
- Monitors, researches, and recommends improvements and upgrades to laboratory facilities, technology, and equipment; submits work orders for maintenance and repair of equipment, technology, and facilities; collaborates with Facility Services, Educational Technology Services, or contractors on laboratory maintenance and capital improvement projects.
- Cleans and maintains facilities and equipment; ensures proper storage of equipment and materials; ensures laboratory and work areas are maintained in a clean and orderly condition.
- Provides direction, training, orientation, and guidance to assigned student workers; plans, schedules, prioritizes, and assigns work.
- Researches and applies emerging technologies related to the area of assignment.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of laboratory operations coordination including implementation of goals and objectives, curriculum development, safety program development and implementation, budget oversight, reporting, and regulatory compliance.
- Principles, theories, terminology, techniques, equipment, and materials related to biology programs.
- General methods and procedures for preparing materials, demonstrations, and laboratory exercises used in biology programs including microbial culture maintenance, storage, and media preparation.
- Principles and procedures for setting-up, operating, demonstrating use of, and maintaining various equipment and instruments used in biology programs.
- Occupational hazards and safety equipment and practices related to the work.
- Methods, practices, and techniques of student learning and instruction.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Principles of providing functional direction and training.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, methods, and computer equipment and software relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Explain principles, theories, terminology, techniques, equipment, instruments, and materials related to biology programs.
- Engage students in positive learning in the laboratory or other learning environments.
- Assist students and faculty and demonstrate proper use and maintenance of equipment and instruments used in biology programs.
- Participate in the development of goals, objectives, policies, procedures, and work standards for assigned laboratory.
- Develop, implement, and coordinate assigned laboratory activities in an independent and cooperative manner, evaluate alternatives, make sound recommendations, and prepare reports.
- Coordinate and oversee laboratory budget, accountability, and regulatory reporting activities.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Estimate and order required supplies and equipment.
- Safely and effectively use and operate equipment and instruments required for the work.
- Maintain accurate records of work performed and materials and equipment and instruments used.
- Plan, organize, schedule, assign, train, and review the work of assigned staff.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college with major coursework in biology or related field and two (2) years of increasingly responsible experience working in an instructional laboratory, classroom or similar setting.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a laboratory environment, to use a computer, and to operate varied equipment and instruments related to chemistry programs; vision to read printed materials and a

computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above mentioned equipment and instruments. Positions in this classification bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Salary Grade: C1-53

FLSA: Non-Exempt

EEO Code: H-

Board Approved: TBD