



## Upper School | Science Lab Assistant

Brooklyn Friends School (BFS) seeks a passionate, experienced lab assistant to provide technical support to the science teachers and contribute to students' learning experiences by assisting with the preparation of materials for practical work and equipment. The Upper School Science Lab Assistant will help the division ensure that all BFS students graduate as self-reliant, resourceful learners well-equipped to succeed in a vigorous college academic environment. To achieve this, the Upper School Lab Assistant will work in collaboration with the Head of Upper School, the Chair, and science department members to facilitate teaching and learning in the discipline of science.

Guided by our [mission](#) and [Upper School Guiding Principles](#), BFS provides an inclusive learning environment in which a grades 9-10 academic program and grades 11-12 International Baccalaureate Diploma program cultivate compassion, intellectual curiosity and inquiry, and confident changemakers.

### **REQUIRED QUALIFICATIONS**

This position begins immediately.

Previous, relevant experience and familiarity with the handling of chemicals and scientific equipment are preferable but not essential. Relevant training can be provided to suitable candidates. A good understanding of laboratory safety is essential and a science background or qualifications are preferable.

- Bachelor of Arts in the subject or other areas required.
- Strong commitment to social justice, anti-bias education, and Quaker values.
- Demonstrates strong written and verbal communication.
- General knowledge of the International Baccalaureate program.

Demonstrates . . .

- Genuine ability and desire to work across difference (intellectually and socially).
- Respect for the life of the child.
- Joyful and has a respectful sense of humor.
- Compassion, integrity, and open-mindedness in all interactions.
- Collegiality, approachability, flexibility, and adaptability.
- Consistent strong, respectful, and gracious interpersonal and communication skills.
- Ability to partner and collaborate across professional statuses.

### **RESPONSIBILITIES**

*This position reports to the Head of Upper School.*

- Maintain stock-checks; place orders; take care of deliveries.
- Care for laboratory equipment and apparatus.
- Carry out and arrange for maintenance and repair of resources.

- Construct and modify apparatus.
- Take stock and organize the storage of chemicals and equipment.
- Obtaining materials by local purchase.
- Routinely test the safety of equipment such as eyewash stations.
- Trial practical activities.
- Prepare solutions, assemble apparatus, deliver equipment to rooms.
- Occasionally assist during class.
- Care for plants and/or animals, where appropriate.
- Collect, check, and return equipment to stores.
- General laboratory cleaning: bench surfaces and fixed equipment (laboratory sinks, empty/supervise the emptying of sink traps).
- Disposal of waste materials.
- Carry out risk assessments for lab activities.
- Providing technical support to experienced and new teachers, including health and safety guidance.
- Keeping up to date with developments in practical science and health and safety requirements.
- Carrying out health and safety checks on laboratories, prep rooms, and stores.

**To apply, please provide the following as one PDF:**

1. Cover letter addressed to Lisa Arrastia, Head of Upper School. The letter should describe your interest and experience.
2. Curriculum vitae.
3. List of three references whom you have notified of your application.

Email the above as **one** attachment or any questions to [usaa@brooklynfriends.org](mailto:usaa@brooklynfriends.org). Type in the subject line: Lab Assistant Position. **Only electronic applications will be accepted.** Thank you.