

**CHICO UNIFIED SCHOOL DISTRICT  
PARENT SCIENCE AIDE-RESTRICTED**

**DEFINITION**

Under general direction of the science department chairperson and the supervision of the Principal, this class maintains stock control of equipment and supplies and provides the science teaching staff with assistance in preparing materials for laboratory activities. This position is categorically funded and, based upon funding, the position may have hours increased or decreased at any time throughout the school year subject to Education Code provisions.

**SUPERVISION EXERCISED**

Exercises no supervision other than of students.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Assembles equipment used by students to perform lab exercises in Chemistry, Physics, Physical Science, and Biology classes;
- Prepares solutions and materials, label bottles, assembles apparatus, and prepares dissection specimens for classroom labs;
- Cleans classroom lab after each use, such as washing equipment and returning equipment to correct location;
- Orders supplies, maintains chemical and equipment inventory, orders replacement parts, and stores equipment;
- Tracks department expenses;
- Performs miscellaneous clerical duties for teachers such as typing, duplicating, and stapling;
- Performs daily housekeeping chores to keep work areas orderly, safe and functional;
- Monitors student assistants working in stockroom area;
- Helps administer assignments to students with special needs;
- Performs related work as required.

**EMPLOYMENT CRITERIA**

Any combination of education and experience that indicates possession of the knowledge and skills necessary to perform the duties listed above. This would include the knowledge, skill and experience necessary to perform general clerical duties including typing. The employee should have the following knowledge and skills:

- Knowledge of equipment and materials used in Chemistry, Physics, Physical Science and Biology;
- Knowledge and skill to repair and maintain equipment used in the Science Department;
- Knowledge and skill to operate office machines including a ditto;
- Knowledge of record keeping and skill to perform general clerical duties such as typing (preferably at 30 WPM or better);
- Knowledge and skill necessary to understand and carry out oral and written instructions;
- Skill to work effectively with students, parents, and staff.

**NOTE: Initial and continued employment within the class is restricted to a parent or guardian of a child attending the school at which the employee is working.**