



Instructional Lab Manager

Status: Part-Time, Non-Exempt

Reports To: Science Department Chair

Position Start Date: October 2026

Pacific Ridge School is an independent, coeducational, college preparatory school in Carlsbad, California with approximately 685 students in grades six through twelve. PRS is recognized in the San Diego region for its commitment to student-centered, Harkness instruction in every classroom, and its Global Education Program that sends students in every grade around the country and world each year. Ours is a community of care where students are challenged to think deeply, understand and engage with diverse perspectives, and apply their knowledge to relevant questions and problems.

Position

Pacific Ridge School seeks a part-time (20 hours per week) laboratory technician and manager to assist middle and upper school science teachers in the organization, set up, cleaning and maintenance of laboratory equipment and materials for student labs.

- Coordinate with the Science Department Chair to prioritize and carry out tasks
- Assist in the delivery of classroom lab activities by setting up and taking down equipment, preparing solutions and other lab materials, and overseeing proper waste disposal
- Test and troubleshoot student experiments in various scientific disciplines (Biology, Chemistry, Physics, Environmental Science)
- Create lab kits for teachers for efficient deployment
- Collaborate with teachers to ensure safety and adhere to set standards and best practices
- Organize and inventory equipment in science storerooms
- Evaluate lab equipment to determine the need for repair or replacement
- Monitor stocks of consumable materials used in labs and prepare purchase orders to maintain inventory
- Aggregate and properly dispose of lab waste containers

Desired Qualifications

- Background in science field of study, laboratory work experience, and/or work in secondary science education
- Willingness to learn new procedures and equipment
- Excellent oral and written communication skills
- Ability to troubleshoot various lab equipment by reading manuals and/or calling manufacturers

Pay Rate

Hourly compensation for this position ranges from \$22 to \$24 per hour.

Non-Discrimination

Pacific Ridge School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.