

# Management Science Laboratory

# Management Science Laboratory

Management: Systematic process of thinking, analytical, logical to do about the activities, measures, methods, power, and the funds are needed to achieve goal has been determined that an effective and efficient

In the laboratory management includes several

Aspects:

1. Planning
2. Administration
3. Ordering
4. Security, maintenance, and supervision

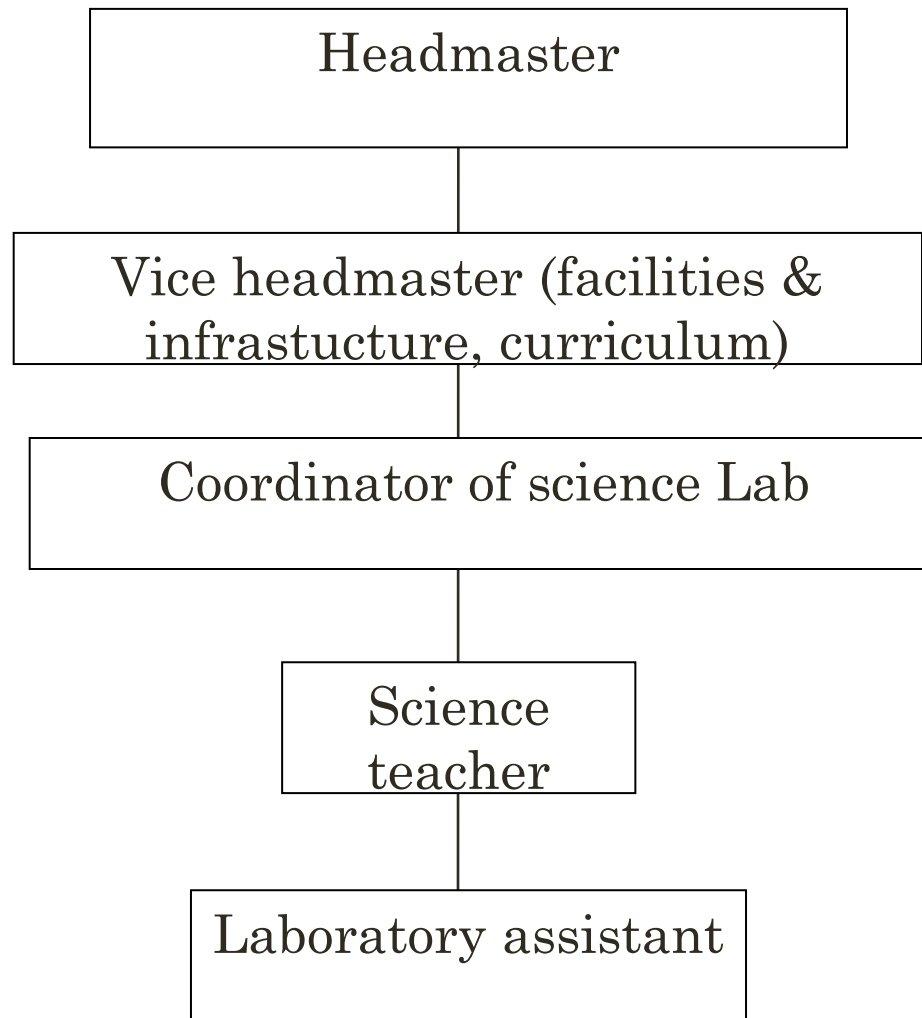
# Things to consider in the management laboratory

- The organizational structure of the lab
- Design lab
- Type of equipment / instruments
- Staflab: job descriptions should be clear
- training Staflab
- Safety

# Laboratory organization

- the organizational structure
- description of the functions
- duties and responsibilities must be clear, adapted to the purpose lab
- based placement of personal qualifications and experience

# THE ORGANIZATIONAL STRUCTURE OF SCIENCE LAB



# headmaster

- give task to assistant which it is responsible
- give guidance, motivation, monitoring and evaluation officer
- motivating science teachers for laboratory activities
- provide laboratory fund to operating activities

# VICE HEADMASTER OF FACILITIES AND INFRASTRUCTURE

help duty the headmaster in the field laboratory facilities and infrastructure

# VICE HEADMASTER OF CURRICULUM

help duty the headmaster of learning in the laboratory



# Coordinator laboratory

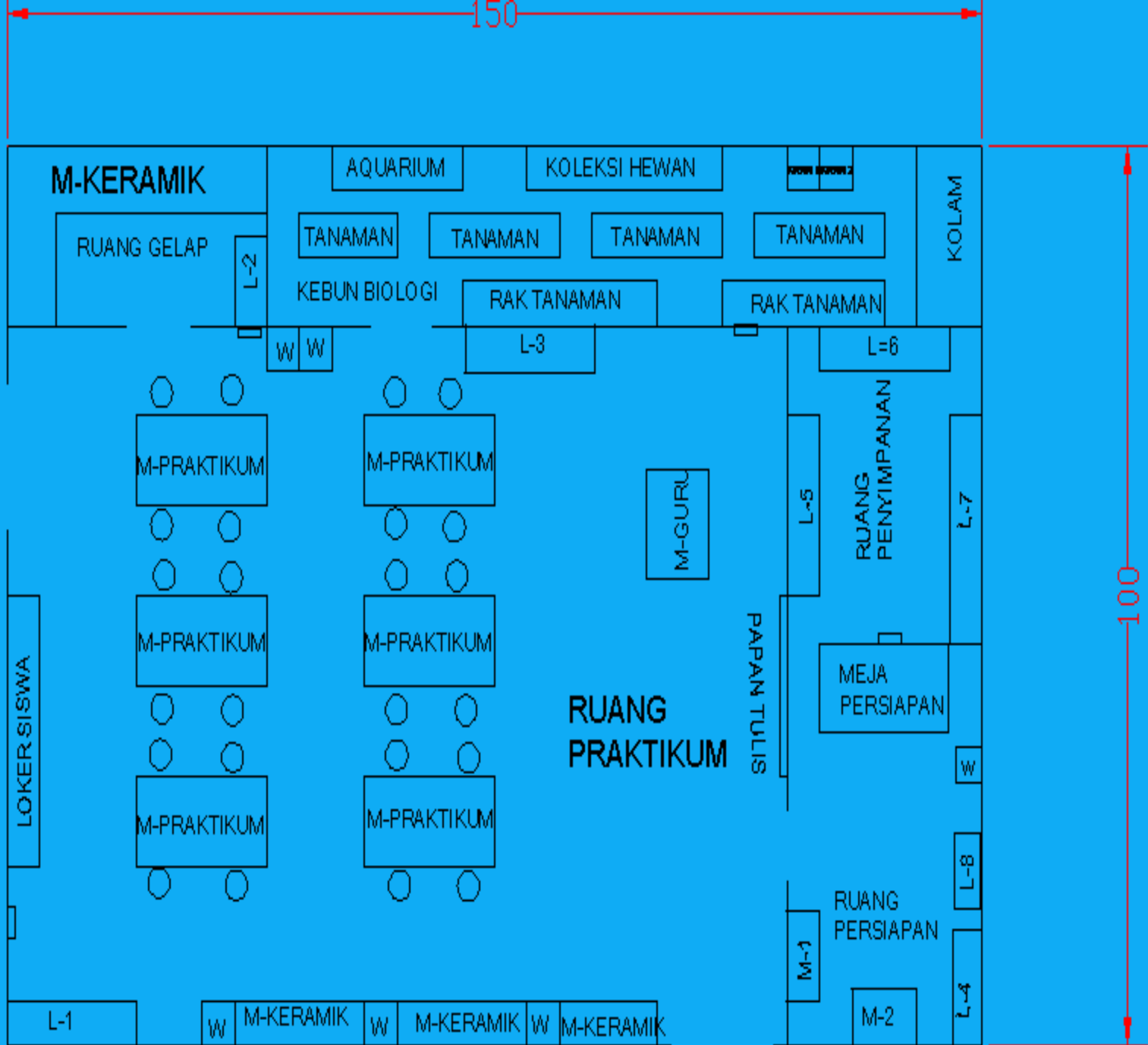
- coordinate science teachers in the use of laboratory
- propose to headmaster of laboratory equipment and materials for practice

# laboratory assistant

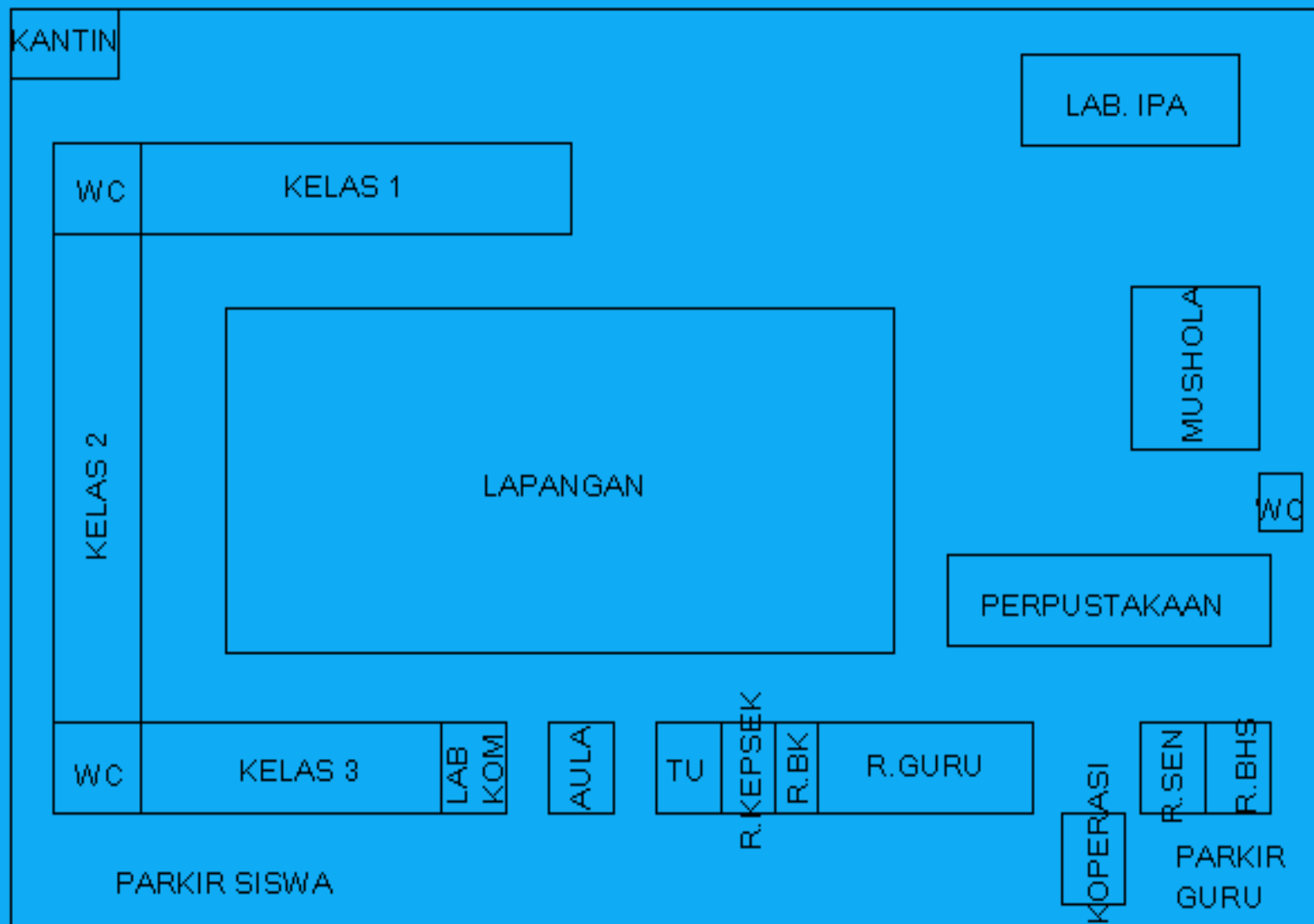
- Tasks as ADMINISTRATION LABORATORY
- Storing ALL EQUIPMENT AND MATERIALS IN ACCORDANCE WITH TYPE orderly
- PREPARING AND storing BACK EQUIPMENT AND MATERIALS THAT HAVE BEEN USED
- MAINTAIN ALL EQUIPMENT / MATERIAL / FACILITY LABORATORY
- RESPONSIBLE FOR HYGIENE LABORATORY EQUIPMENT AND ROOMS WITH OTHER EQUIPMENT

# Design Lab

- dangerous area (red zone) exp: radiation lab
- safe area (green zone): to do labwork
- Areas that need to be alert (yellow zone):  
sterilization room, lasers, instrumentation



# DESAIN LETAK LAB. IPA SMP



# TASK

1. Find information about organizational structure in the science laboratory, along with job descriptions and draw it!
2. Find information about the organizational structure of the lab in a school (junior / senior high) write the name of the school and resource persons and draw it!
3. Make design of science laboratory in junior high school!