

Science Resource Center Tech

Purpose Statement:

The purpose of this position is to support the district's science and STEM related activities and curriculums as well as provide back-up assistance as needed for the Textbook Media Center. The ordering, planning, restocking, assembling, and inventory of science materials is essential to this position.

Essential Functions

- Completes incoming and cyclical work to coincide with priorities
- Plans, coordinates and implements science kit refurbishment schedule
- Inventories, tracks, refurbishes and maintains all science materials and equipment
- Communicates, plans, and oversees the transportation of science kits to and from the schools with the warehouse staff
- Communicates with teachers and staff concerning living materials orders, missing materials, and science related needs and activities
- Utilizes Destiny to keep track of inventory
- Maintains records for revolving account, procurement card and open PO accounts
- Manages and maintains a collection of additional science materials available for check out
- Provides assistance as needed for the functions of the Textbook Media Center including inventory
- Set up and take down science equipment needed for STEM field investigations
- Assists with STEM field investigations
- Supports the STEM Showcase Lead Team

Other Functions

- Participates in STEM Showcase
- Serves as a consultant to the district science cadre
- May attend teacher in-service days and after hours teacher programs
- May attend related in-service activities and workshops
- Performs other related duties as assigned

Education

- High school diploma or equivalent

Knowledge and Skills

- Significant experience in ordering, purchasing, and organizing inventory
- Ability to plan, schedule, and implement an integrated materials schedule
- Computer experience including word processing, database and internet ordering
- Organizational ability and commitment to follow through on tasks with the minimum of supervision
- Ability to communicate in a professional manner both orally and in writing
- Ability to establish and maintain effective working relationships with those in contact in the course of work
- Have additional hands on skills and ability with motor tools and repair work
- Have an environmental and thrifty sensibility
- Have scientific knowledge and background
- Intermediate knowledge and skills required to perform assigned tasks
- Intermediate experiential skills required to perform assigned tasks

- Excellent communication skills of in oral and written form
- Intermediate level curriculum knowledge and skills required
- Able to perform all job functions in routine situations

Responsibility

- Position has authority to apply policies and procedures using independent judgment, without consultation of others
- Assigned tasks are filled with discretion, and within general established parameters
- Works independently with minimal supervision
- Works well with others in accomplishing tasks
- Seldom required to resolve unexpected issues
- Limited risk or impact if errors are made

Planning & Organizing

- Planning/organization of own work and that of others or students
- Reporting required within program

Working Conditions

- Moderate Deadlines
- Work regularly performed under ordinary risks or discomfort
- Moderate exposure to weather conditions
- Frequent exposure to fumes
- Frequent standing (61+%)
- Frequent lifting (31+ lbs. / frequently)
- Limited prolonged sitting (1-30%)
- Frequent carrying (31+ lbs. / frequently)
- Limited climbing
- Frequent stooping and bending
- Moderate twisting
- Frequent fine dexterity
- Moderate pushing and/or pulling

Required Testing

Clearances

Criminal Justice Fingerprint/Background Clearance