



Job Description
Revised/Updated: July 2023

Job Title: **Science Kit Technician**
 Job Family: **Central Administrative Support**
 Pay Program: **Classified**
 Typical Work Year: **12 months**

Job Code: **1485**
 FLSA Status: **Non-Exempt**
 Shift Differential: **No**
 Pay Range: **G09**

SUMMARY: Responsible for district elementary science kit distribution and refurbishment. Purchases supplies and materials including large quantity orders. Creates and updates order information in the instructional materials management system. Works with Science Content Coordinator on instructional material adoptions and updates to science kits.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time may vary by position.*

Job Tasks Descriptions	Frequency	% of Time
1. Refurbish science kits for elementary schools by replenishing consumable items, counting, cleaning, organizing, labeling, bar-coding, and entering information into the materials management system. Ensures correctness and completeness of each kit. Prepares kits for delivery to schools. Work with the warehouse department to coordinate the delivery and pick up of science kits. Input ETS requests and shipping entries in appropriate systems.	D	30%
2. Purchases materials, supplies, and equipment. Does large quantity purchasing of items and supplies. Researches items needed for kits to ensure the best pricing and functionality. Communicate with vendors in regard to product information, obtaining quotes, order status, shipping services, and invoice requests. Works with vendors to resolve issues with orders. May travel to vendor locations to pick up items when delivery services are not available.	D	25%
3. Monitors the budget of the science kit program. Reviews purchasing card account, pays invoices, creates purchase orders, and requests the transfer of budget using district information technology systems. Monitors program accounts to ensure expenses are made from the correct accounts and monies are not overspent. Reconciles procurement card transactions, maintains receipts, and compile monthly reports for submittal to Finance.	W	15%
4. Trains and directs the work of district Classified Substitutes and/or temporary student aides. Verify accuracy and submit supplemental timesheets for approval.	D	10%
5. Maintain science kit inventory and check enrollment and growth patterns to supply instructional materials to schools. Increase inventory by building new kits when needed. Distribute science kits to schools based on the current curriculum schedule. Maintain accurate inventory for each school in the appropriate system. Perform original cataloging of new Science kits for inclusion in the materials management systems. Support school staff in processes for the use and return of Science kits. Prepare, send and/or deliver extra materials when requested or needed by a school.	M	10%
6. Collaborate with Science Content Coordinator for the purchase of new materials and/or updating science kits to meet current curriculum standards. Plan and prioritize updates to kit materials. Purge obsolete materials while recovering the maximum value through redistribution of items throughout the district or by sending them to the warehouse for auction.	A	5%
7. Perform other job-related duties as assigned	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Must be a minimum of 18 years old
- Minimum of one (1) year of experience in instructional materials data processing and/or inventory management.
- Specialized training or experience with instructional materials database system(s) preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to frequently travel among district facilities.
- Ability to successfully complete a pre-hire, post-offer physical examination.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong time management, organizational and prioritization skills.
- Strong customer service and interpersonal relations skills
- Critical thinking and problem-solving skills.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities and ongoing projects.
- Ability to lift up to 50 lbs frequently.
- Computer database management and data entry skills.
- Inventory skills preferred at hire.
- Strong mathematical skills
- Basic accounting, budget, and reconciliation skills preferred.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word and Excel.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of library and textbook management systems preferred at hire; required within three (3) months after hire.
- Operating knowledge of district inventory systems preferred at hire; required within (1) month after hire.
- Operating knowledge of distinct financial systems within (3) months after hire

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Executive Director, Curriculum and Instruction	3066

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Utilizes P-card to obtain various materials, supplies and equipment.
- Reconciles p-card purchases and refunds.
- Performs budgetary functions for the science kit program to monitoring annual budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands and fingers to handle and/or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk			X	
Hear			X	

Taste	X			
Smell	X			
WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate			X	
Copy			X	
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	