GATEWAY UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION: PURCHASING/WAREHOUSING
RANGE 13

DEFINITION OF POSITION:

Under the supervision of the Coordinator of Business Support Services, is responsible for all purchasing functions of the District with the exception of cafeteria supplies; plans, directs and participates in the centralized procurement of supplies, materials and equipment, both with and without a bid system; writes specifications and drafts contracts for services; is responsible for the warehousing and inventory of supplies, materials, food and equipment; and performs related work as required.

DUTIES AND RESPONSIBILITIES:

1. Plans, organizes, coordinates and supervises the District's purchasing operation, entailing the procurement of supplies, materials, equipment and services.
2. Researches District equipment needs.
3. Prepares or directs the preparation of specifications, bids and quotations for a variety of school supply and equipment purchases.
4. Analyzes bids or quotations received and drafts contracts for services or supplies.
5. Recommends awarding of contracts or placing of purchase orders.
6. Conducts inquiries, interviews vendors and analyzes prices and market trends to establish and maintain the best sources of supply.
7. Evaluates and selects materials to replenish or expand District stock, maintaining a stock level consistent with meeting school requirements and within the limitations of storage facilities.
8. Keeps an accurate inventory of all supplies, food and equipment, and prepares a purchasing schedule.
9. Plans and maintains record-keeping systems and prepares reports.
10. Maintains the supply warehouse in a clean and easily accessible order.
11. Performs other related duties as assigned.

REQUIRED QUALIFICATIONS:

1. Knowledge of principles and procedures used in public purchasing.
2. Knowledge of pertinent code provisions relating to procurement and acquisition of school district materials and properties.
3. Knowledge of types of materials, supplies and equipment commonly used by a school district.
4. Knowledge of efficient inventory and warehousing procedures.
5. Physical ability to perform heavy manual labor.
6. Ability to work with minimal supervision.

DESIRED QUALIFICATIONS:

1. Knowledge of State Department commodities procedures.
2. Ability to use or learn computer skills

EDUCATION AND EXPERIENCE:

1. High School Diploma or the equivalent.
2. A business related degree with coursework in purchasing related subjects is desirable.
3. Experience in purchasing for a school district, business or governmental agency is desirable.

GATEWAY UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION: PRESCHOOL TEACHER
RANGE 15

DEFINITION
Under the supervision of the preschool director, provides quality child-care, plans and delivers developmentally appropriate services and provides a safe environment for children in the preschool program; organizes and directs the preschool assistants; and performs other related work as required.

ESSENTIAL FUNCTIONS
•Plans an instructional program to ready the children for kindergarten.
•Maintains accurate and complete records as required by law, district policy and administrative regulations.
•Charts children's progress and maintains a constant record of anecdotal notes on each child.
•Is responsible for daily health check of students, being attentive for any abnormalities and referring them to the director/designee.
•Consults Program Director as special situations or problems arise.
•Keeps accurate attendance on children, and staff, turning time cards and attendance sheets in on time.
•Plans purposeful assignments for the preschool assistants.
•Maintains a clean, safe and orderly physical environment.
•Participates in staff meetings.
•Continues professional growth through in-service training, appropriate classes, workshops, etc.
•Develops reasonable rules of behavior for the children.
•Uses appropriate and positive discipline that is consistent.
•Establishes and maintains good communications with staff and parents.
•Prepares materials needed in the program.
•Responds quickly and directly to children's needs.
•Directs preschool assistants.
•Performs other related duties as may be assigned.

REQUIRED QUALIFICATIONS (Must provide verification)
Completion with a grade of C or better a minimum of twelve semester units of college coursework in early childhood education or child development (exclusive of fieldwork) including at least one course in each of the following areas:

- Child or human growth and development
- Child, family and community
- Child, family and program/curriculum

Six months work experience (Minimum 3 hours per day for a minimum of 50 days in six months)

QUALIFICATIONS
Knowledge of:
•Principles of early childhood development including proper care and discipline;
•Safety and health practices and precautions;

QUALIFICATIONS (cont.)

Ability to:

•Prepare and maintain accurate records;
•Work effectively with individuals of diverse backgrounds;
•Communicate effectively both orally and in writing;
•Establish and maintain cooperative relationships with those contacted in the course of employment;
•Plan, organize and supervise preschool activities and instruction;
•Understand and follow oral and written direction.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee frequently works in outside weather conditions.
- The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS

The physical demands described herein 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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; and occasionally lift and/or move children up to 50 pounds. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above (see also required qualifications).