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**Job Title:** Clerk III- Science Kit Warehouse Manager

**Supervisor:** Elementary Education Director

**Terms of Employment:** 220 days

**Job Summary:**

Manage and coordinate the inventory and refurbishment of science kits and the delivery of the kits to schools on a rotation basis in a timely and efficient manner.

**Essential Duties:**

1. Manage and coordinate the inventory, ordering, and organization of all materials necessary for restocking science kits.
2. Coordinate the ordering and delivery of live materials.
3. Create and manage kit delivery schedules.
4. Lead personnel in the capacity of restocking and delivering science kits.
5. Assist with restocking and delivering science kits.
6. Collaborate with learning specialists and other district personnel to coordinate the pickup and delivery of science kits and materials.
7. Communicate with teachers, curriculum coaches, and principals concerning the delivery and pick up of materials.
8. Communicate with teachers, curriculum coaches, and principals concerning the missing and damaged items.
9. Participate in on-going professional development by participating in various activities as appropriate to enhance job performance.
10. Carry out other tasks and responsibilities as assigned

**Other Duties:**

Perform any other related duties as assigned by the district or other appropriate administrator.

**Job Specifications:**

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.

**Minimum Qualifications (Knowledge, Skills and Abilities Required):**

1. HS Diploma/GED



2. Experience managing schedules, personnel, materials, equipment, and various forms of paperwork including but not limited to memos, inventories, purchase orders, etc.
3. Demonstrated proficiency in inventory, organization, purchasing, and maintaining stock
4. Experience in working with science kits preferred
5. Demonstrated proficiency in written and spoken interpersonal communication skills
6. Demonstrated proficiency in use of technology including, but not limited to, email, spreadsheets, and word processing

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 50 pounds
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose using a telephone, data entry, and sorting of materials;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

### **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.

### **Pay Grade: 104**

Please click [here](#) for salary scales.

***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.***

*Revised 10-20-2025*