

Science Resource Center Tech

Purpose Statement:

The purpose of this position is to plan science kit rotation and exchange calendar, implement, restock and ensure delivery of all science kits for K-6 and refurbish the 7-8 grade junior high science kit materials.

Essential Functions

- Complete incoming and cyclical work to coincide with priorities
- Plan, coordinate and implement the science kit refurbishment schedule
- Inventory, track, refurbish and maintain all science materials and equipment
- Communicate, plan and oversee the transportation of science kits to and from the schools with the warehouse staff
- Communicate with teachers and staff concerning the kit cleaning and exchange schedule, living materials orders, missing materials and science related needs and activities
- Purchase and receive supplies to refurbish science materials K-8
- Maintain records for revolving account, procurement card and open PO accounts
- Manage and maintain a barcode data base for science teacher's guides
- Manage and maintain a collection of additional science materials available for check out
- Assists students with building emergency drills

Other Functions

- STEM Showcase participation
- 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

- Intermediate knowledge and skills required to perform assigned tasks
- Intermediate experiential skills required to perform assigned tasks
- Standard communication of basic information 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
- 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 building or program

Working Conditions

- Moderate Deadlines
- Work regularly performed under ordinary risks or discomfort
- Limited/infrequent 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
- Moderate stooping and bending
- Moderate twisting
- Frequent fine dexterity
- Moderate pushing and/or pulling

Required Testing

Successfully pass the Paraeducator Test

Clearances

Criminal Justice Fingerprint/Background Clearance