

MATERIALS MANAGER

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the supervision of the site Principal, provides responsible clerical and support services in the receipt, organization, and maintenance of the School Resource Center.

ESSENTIAL JOB FUNCTIONS:

- Inventories, orders, replenishes, and distributes Core and Supplemental Instructional materials to support classrooms and programs
- Constructs teaching aids for classrooms
- Stores and cares for materials and school programs, and ensures each is in good condition
- Maintains school wide equipment inventory
- Maintains Destiny inventory system
- Performs other related duties as required

EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Minimum typing ability

KNOWLEDGE OF:

- Basic English and Mathematics
- Operate a computer (Word & Excel)
- Keyboarding, filing, inventory management, and Resource Center practices and procedures
- Current Reading and Math instructional materials
- Basic clerical skills
- Basic first aid practices, procedures and techniques

SKILL TO:

- Administer Resource Center operations and procedures
- Spell correctly and use proper English
- Understand, follow and give written and oral instructions
- Organize a task and carry to completion with efficient use of time
- Communicate orally to effectively convey information
- Maintain a harmonious working relationship with teachers, students and other employees
- Ability to learn new computer programs (i.e. Destiny)

PHYSICAL FUNCTIONS:

Ability to:

- Hear and understand speech at normal levels
- See and read notes, memos and printed material
- Write legibly
- Bend, twist, kneel and stoop
- Lift and carry twenty-five (25) pounds
- Reach in all directions
- Speak clearly and effectively
- Sit and stand for periods of time

WORKING CONDITIONS:

- Office environment

EDUCATION AND EXPERIENCE:

- Recent experience working with children or youth groups is desirable

WORK YEAR:

Work year is one hundred eighty (180) days, plus paid holidays, plus paid vacation

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

*Update: December 8, 2015
Board adopted: May 25, 2010*