

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: SCIENCE RESOURCE ROOM CLERK

BASIC FUNCTION:

Under the general direction of the Instructional Services department, the Science Resource Room Clerk performs a variety of duties related to the organization of the Del Mar Union School District's Science Resource Room and the preparation and distribution of science kits and materials for the K-6 elementary school science program.

REPRESENTATIVE DUTIES:

- Organize and maintain the Science Resource Room and auxiliary spaces to support with materials inventory, storage, and distribution.
- Receive, unpack, inventory, and store all incoming materials.
- Prepare materials kits for all K-6 classrooms in accordance with the science master unit distribution schedule.
- Collaborate with the Instructional Services and Maintenance, Operations, and Facilities departments to coordinate the logistics for the materials kit distribution and return cycles.
- Inventory returned kits of consumable and non-consumable materials, track missing items and replenish kits.
- Fulfill specific curriculum and materials requests from teachers in a timely manner.
- Operate a computer to process materials inventory and replenishment needs and maintain accurate documentation of digital science kit distribution logs.
- Attend biweekly planning meetings with the Instructional Services team to support the ongoing evaluation and refinement of the materials distribution and replenishment process.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Computer terminal operation and data entry and retrieval techniques.
- Google Suite / Google Drive.
- Inventory procedures.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

- Organize and maintain a neat, orderly, and well stocked Science Resource Room.
- Perform clerical duties such as filing, copying, and typing.
- Work independently with little direction.
- Collaborate with other staff members.
- Establish and maintain professional working relationships with others.
- Utilize and update digital program documents.
- Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and some experience working in an office, school, or library setting.

WORKING CONDITIONS:**ENVIRONMENT:**

- School environment.
- Flexible and collaborative.

PHYSICAL DEMANDS:

- Pushing and pulling carts.
- Walking and standing for extended periods of time.
- Reaching horizontally and above the shoulders to shelve and retrieve materials.
- Bending at the waist, kneeling, or crouching to inventory or pack material kits.
- Mobility to stand stoop, reach, bend, and knee/crouch.
- Lifting items up to twenty-five pounds.

SALARY:

Placement on the Classified Salary Schedule on Range 14.