



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Science Resource Technician**
Job Family: **Support Services Administrative**
Prepared/Revised Date: **February 14, 2017**

FLSA Status: **Non-Exempt**
Pay Range: **SS30H**
Job Code: **506B6**

SUMMARY: Responsible for coordinating elementary hands-on science curriculum materials. Work in collaboration with the Science Curriculum Facilitator; interact with Media Specialists, teachers, and FOSS facilitators to assure teachers have the materials to teach the elementary science curriculum.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Description Of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Receive, inventory and distribute FOSS and Ed. Tech kits and Star Lab (In and Out-of-District patrons) with major inventories and restocking scheduled throughout the year.	D	20%
2. Maintain overall efficiency of FOSS distribution.	D	15%
3. Make decisions and solve problems in order to meet requests for materials.	D	10%
4. Schedule and reserve FOSS science kits for primary and intermediate grade levels on appropriate days.	D	5%
5. Replace outdated materials and ensure adequate materials per science module.	D	5%
6. Run reports, print labels.	D	5%
7. Attend work and arrive in a timely manner.	D	1%
8. Maintain and inventory of stock to supplement modules and negotiate price. Select and order supplies for FOSS kits.	W	10%
9. Communicate with coordinators in other districts and FOSS educational specialists.	W	5%
10. Determine need for additional modules, update modules and other science curriculum materials. Update K-5 FOSS modules.	W	5%
11. Consult with Media Specialists, FOSS facilitators, K-5 teachers and Science Curriculum Facilitator regarding schedules, lack of materials, overdue science modules and information.	W	5%
12. Support teachers in the use of the FOSS K-5 module kits and materials. Assist Science Curriculum Facilitator with distributing, training and improving the program.	M	5%
13. Manage FOSS annual supply budget.	A	5%
14. Perform other duties as assigned.	Ongoing	4%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent vocational school
- At least one year and up to and including two years of experience in ordering and managing science supplies or similar.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire



TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Customer service skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills preferred
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Knowledge of basic science concepts
- Knowledge of budget management
- Operating knowledge of “lift table”
- Inventory skills with strong attention to detail
- Ability to plan long-range and short-term troubleshooting
- Ability to participate and work in a team environment
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This position has no supervisory responsibilities	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste		X		
Smell		X		



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds				x
Up to 50 pounds		x		
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy			x	
Coordinate				x
Instruct			x	
Compute				x
Synthesize		x		
Evaluate			x	
Interpersonal Skills				x
Compile				x
Negotiate			x	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts		x		
Work in high, precarious places		x		
Fumes or airborne particles			x	
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	