

Job Title: SERS Inventory Control Specialist **Wage/Hour Status:** Hourly
Reports to: Special Education Director **Pay Grade:** 302
Dept/School: Special Education and Health Services Center **Date Revised:** November 22, 2024

Primary Purpose

Assist the Special Education Department in distribution, receiving, cataloging, and inventory of special education equipment and supplies.

Qualifications

Education/Certification

High School Diploma/GED or High Education from an accredited institution of higher education

Special Knowledge/Skills

- Passing scores on the District's clerical tests
- Strong organization, communication and public relations, and interpersonal skills
- Knowledge of inventory procedures
- Knowledge of computers and software applications

Experience

One (1) year related experience

Major Responsibilities and Duties

1. Verify accuracy of shipments with information on invoice or packing slip and purchase orders; records discrepancies or damages received through special education.
2. Maintain computerized inventory records, perform cycle counts periodically, and check against computer inventory supplies, equipment, and materials.
3. Process and ship material received through special education.
4. Deliver processed classroom materials to campuses.
5. Correct shipping and receiving problems with vendors and schools.
6. Facilitate the transfer and opening of classroom units through adequate provision of instructional materials and equipment.
7. Assist in the provision and distribution of instructional materials for Extended Year Services.
8. Maintain custody receipts of items being repaired and loaned out temporarily.
9. Operate tools, equipment, and vehicles according to prescribed safety procedures.
10. Follow established safety procedures and techniques to perform job duties including lifting and carrying.
11. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
12. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Inventory scanner, computer, printer, fax machine, copier, calculator, and/or District vehicles.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Moderate walking, standing; heavy lifting and carrying, stooping, bending, kneeling, and reaching. Work outdoor and indoor, exposure to heat, humidity, and cold temperatures. Must be able to lift 45 pounds or more.

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.