

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **OPERATIONS DEPARTMENT SUPPLY CLERK**

SUPERVISOR: Director of Operations

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Must have communication skills (reading, writing, speaking, telephone and interpersonal).
3. Experience in supply services.
4. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Coordinate schedules with central office and building level administrators for regular and periodic supply requisitions and deliveries for the purpose of keeping school supplies stocked.
2. Maintain records on supply items for the purpose of ensuring accurate supply management.
3. Receive and maintain textbook inventories as required for the purpose of maintaining a stockpile of textbooks for schools.
4. Maintain the supply center in orderly condition for the purpose of ensuring a safe work environment.
5. Communicate effectively and work cooperatively with school district staff and community members to ensure a effective work environment.
6. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
7. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Manage all job duties with physical mobility to manually move, lift, carry, pull, or push heavy objects or materials.
2. Bend and reach on a daily basis.
3. Moderate environmental conditions and noise levels.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 07/21/2008

