

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

TEST DISTRIBUTION CENTER CLERK

SALARY SCHEDULE: SSP-6

COST CENTER: 9015 – RESEARCH, ASSESSMENT & EVALUATION/SCHOOL IMPROVEMENT

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of one (1) year successful material handling, warehousing or inventory management experience.
- (3) Must obtain a minimum score of 80 on the Microsoft Word test and a minimum of 65 on the Excel test.
- (4) Demonstrate computer proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of inventory management work, general office work and record keeping procedures. Ability to read and understand procedural manuals, computer printouts, computer scannable forms, and electronic tracking systems. Possess interpersonal skills and abilities. Ability to organize and prioritize activities. Ability to communicate effectively both orally and in writing. Ability to work independently.

REPORTS TO:

Supervisor of Assessment and Accountability

JOB GOAL

To provide for the receipt, inventory, distribution and collection of testing materials and student test documents for all federal, state, and district-mandated assessment programs. To adhere to the required procedures for accounting for, documenting, and maintaining the security of all testing materials.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Receive test shipments from state contractors/ test publishers and inspect shipments to verify order; notify the supervisor immediately in the event of a discrepancy.
- (2) Account for secure and non-secure test materials by following district/state control inventory and tracking procedures and maintaining the required documentation before, during, and after the completion of each testing program.
- (3) Adhere to procedures for maintaining the security of tests, test items, test content, and maintain confidentiality of student records and other confidential information.
- (4) Coordinate with school-site test coordinators regarding school orders, shipments and/or adjustments to quantities of materials.
- (5) Access state data systems to place/verify school orders for test materials
- (6) Assist in the development of distribution and collection procedures, schedules and timelines.
- (7) Coordinate with the district warehouse and transportation staff for the distribution/collection of test materials to and from schools.
- (8) Prepare and package test materials for distribution to schools and for return to the state, following state procedures and adhering to specified timelines.

- (9) Access district computer data bases in order to conduct name and ID searches, gather enrollment counts, or collect other information relevant to the testing program.
- (10) Organize the testing supply and storage areas to fully utilize available space and provide for a safe and secure workplace.
- (11) Keep secure tests and documents in locked, limited-access areas when materials are not in use.
- (12) Assist in the preparation of all required reports and maintain all appropriate records.
- (13) Exhibit support for the District's vision, mission, goals and priorities.
- (14) Demonstrate initiative in the performance of assigned responsibilities.
- (15) Model and maintain high ethical standards.
- (16) Follow attendance, punctuality and proper dress rules.
- (17) Maintain positive relationships with staff and vendors.
- (18) Participate in workshops and training sessions as required.
- (19) Communicate effectively with staff, school personnel, and vendors.
- (20) Keep supervisor informed of potential problems or unusual events.
- (21) Respond to inquiries and concerns in a timely manner.
- (22) Follow all School Board policies, rules and regulations.
- (23) Exhibit interpersonal skills to work as an effective team member.
- (24) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Moderate Work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 01

*Essential Performance Responsibilities