

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Inventory and Equipment Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Special Education Department	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	028 OSS
ISSUED:	February 19, 2003		

BASIC FUNCTION:

Maintain inventory; distribute, service, and make minor repairs to equipment and materials used by physically handicapped pupils at various school sites.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Enter, update, and extract data to maintain an inventory control and cataloging system for specialized equipment and materials used in the special education department. **E**

Operate online data terminals to maintain a variety of records. **E**

Bar code and attach or inscribe identification markings on equipment. **E**

Check items out and in and maintain appropriate records. **E**

Conduct inventories of equipment and materials in the department. **E**

Prepare routine reports and forms. **E**

May assist in making reports of inventory discrepancies and missing items.

Requisition equipment, materials, and supplies. **E**

Inspect equipment to determine need for repair or service. **E**

Clean and make minor repairs or adjustments to equipment and materials. **E**

Operate small hand and power tools. **E**

May contact vendors regarding availability and cost of equipment and materials or repair of equipment.

Arrange for or pick up and deliver equipment and materials to off-site locations. **E**

Maintain assigned areas in a clean, orderly manner. **E**

Provide inservice training to staff and pupils on the use of new and existing equipment including setting up and running computer hardware and software, and use of assistive devices and other educational or adaptive materials and equipment. **E**

May assist teachers in selecting specialized equipment and materials.

Assign hourly substitute paraeducators in the Low Incidence unit to assist physically handicapped pupils on a one-on-one basis. E

May lead the work of assistants.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school and one year of recent, related work experience including inventory record keeping and servicing or making minor repairs to equipment.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license.

Personality and character traits suitable for working with physically handicapped pupils.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of the field of specialty.

Reading and writing English communication skills.

ABILITY TO:

Maintain an accurate inventory and related detailed records and files.

Recognize the need to make minor repairs and adjustments and to clean and maintain special education equipment and materials.

Demonstrate a mechanical aptitude.

Use small hand tools and power tools.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working with others relationships.

Maintain records.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environments.

PHYSICAL REQUIREMENTS:

Strength and energy sufficient to maintain a rigorous work schedule involving driving and occasional heavy physical exertion; hearing and speaking to exchange information in person and on the telephone; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment, a computer keyboard and other equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting heavy objects.

Issued 9/95

Revised 4.2.04—PeopleSoft

Job Code 6186

PH