

This position is a member of the support team within the Curriculum and Assessment Department. The Curriculum and Assessment Support Technician will support schools by preparing curriculum and science materials for use in classrooms. This position will process incoming orders for distribution, collect and fill requests from schools, and maintain inventory of curriculum materials.

**Chain of Command**

The Curriculum and Assessment Technician reports to the Director of Curriculum and Assessment.

**Competencies of the Curriculum and Assessment Support Technician**

- Strong written and verbal communications skills.
- Strong organizational and time management skills.
- Computer skills including Microsoft Office and web-based inventory or form programs.
- Flexible team player who is time and task oriented.
- Ability to work under pressure to meet timeline and handling multiple and changing priorities.

**Essential Duties of the Curriculum and Assessment Support Technician**

- Review, prioritize, and track multiple requests from schools;
- Respond to school requests within agreed time frames;
- Provide excellent customer service and communicate the status of requests or deliveries to schools;
- Check inventory for needed items or forecast needs; request quotes and place orders as needed;
- Receive and account for incoming orders from vendors or schools;
- Catalog new and returned materials into inventory;
- Create and fulfill distribution plans based upon number of classrooms, teachers, or student enrollments;
- Develop, document, and implement protocols to build and replenish of instructional kits;
- Sort and package curriculum materials for distribution to schools;
- Coordinate distribution of materials to schools and return of materials from schools in conjunction with warehouse staff;
- Drive a cargo van with lift gate to pick up or deliver smaller orders or fragile materials to schools;
- Label and store surplus materials and equipment appropriately for ease of location and access;
- Label, store, and discard department records as per retention guidelines;
- Produce inventory or circulation reports;
- Help organize project work for temporary workers or volunteers;
- Maintain a secure, safe, clean, and orderly work environment;
- Maintain an accurate inventory of surplus materials and consumable supplies to ensure sufficient stock for upcoming needs;
- Attend professional development trainings as directed by administration;
- Establish a good working relationship rapidly with customers and staff;
- Work with other members of the Curriculum and Assessment team throughout summer and as needed throughout the school year;
- Work continuously on a task until completion;
- Exert up to 60 pounds of force frequently and/or up to 20 pounds of force constantly to move objects;
- Work in a workroom/warehouse environment in varied environmental conditions throughout the seasons;
- Work independently, comfortable working in a fast-paced and demanding environment;
- Work under pressure to meet timelines and handling multiple and changing priorities;
- Communicate effectively, both orally and in writing;
- Other duties as assigned.

**Minimum Qualifications**

High School Diploma or GED and two years of applicable work experience or Associate's Degree; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Must possess a valid Arizona Driver's License.

**Preferred Qualifications**

- Demonstrated experience in an inventory control or fulfillment environment
- Advanced knowledge in MS Office including excel and online inventory and form systems.
- Prior experience with school or instructional setting.

**Date Revised**

12-05-19