

EMPLOYEE NAME: _____

Revised: 9/07; 7/08; 4/14; 5/14; 6/18; 7/26

JOB DESCRIPTION

POSITION TITLE: Warehouse Assessment Specialist	JOB CODE: 474D
DIVISION: Strategy and Accountability	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Assessment & Data	WORKDAYS: 231
REPORTS TO: Director, Assessment & Data	PAY GRADE: Rank V (NC05)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Develops and coordinates systems to maintain security of state and local testing program materials.	
REVISION DATE(S): 7/26	

REQUIREMENTS:

1. Educational Level: High School Diploma or GED
2. Certification/License Required: None
3. Experience: 2 years of appropriate warehouse experience; 1 year of responsible clerical experience preferred
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to lift boxes, equipment and supplies weighing a maximum of 80 pounds; ability to operate equipment used in warehouse activities associated with testing (i.e. forklift, pallet jack, etc.)
5. Knowledge, Skills, & Abilities: Written and oral communication, sufficient technology skills to operate fax machine, computer, printer

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Establishes procedures and guidelines to complete annual and cycle count inventories of all testing materials used in state and local testing program.
3.	Directs operation of the test storage facility.
4.	Works with Assessment Program Managers to set priorities for distribution, return and shipping of materials for all testing programs.
5.	Works with Assessment staff on timeframe to prepare the return shipment of test materials to vendors.
6.	Prepares and maintains physical inventory reports and works with Assessment staff to reduce discrepancies.
7.	Prepares testing materials to be shipped to schools with appropriate packaging, labeling and documentation.
8.	Arranges for proper disposal of used testing materials; responsible for receipt of all district and local testing materials.
9.	Accurately organize and distribute secure materials for multiple assessments and maintain accurate records of materials sent to and received from schools for each testing cycle.
10.	Works with Assessment staff and Warehouse Supervisor to schedule delivery and return of secure materials.
11.	Accounts for all secure materials at the end of each testing cycle.
12.	Verifies the accuracy of shipping lists, reports and other materials sent to the District from testing vendors.
13.	Establishes a shipping schedule to ensure timely delivery of score reports to schools and central administrators.
14.	Establishes and maintains professional working relationships with District and school staff members.
15.	Develops and implements systems to ensure security of testing materials.
16.	Maintains the integrity of the testing program.
17.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____