



T U L S A

PUBLIC SCHOOLS

**Job Title:** Science Distribution Specialist

**Department:** Warehouse  
**Reports To:** Warehouse Supervisor  
**Grade:** MT-10  
**Number of Days:** 12 Months  
**Security Access:** Warehouse  
**Current Date:** October 2, 2012  
**Overtime Status:** Non-Exempt

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**Job Objectives:** Manages and oversees the operation, security and maintenance of the Science Resource Center. Facilitates the filling, refilling, ordering. Receiving, inventorying and shipping of the NSRC and Delta Science Kits to the proper schools.

**Minimum Qualifications:**

- High School Diploma or Equivalent.
- Excellent organizational skills and attention to detail required.
- Experience in a science environment is preferred.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Refill and prepare for shipment all science kits on a rotation basis.
- Maintain the inventory of supplies for science kit contents in a neat organized manner.
- Maintain all inventory records on computer files.
- Order and receive supplies with accuracy.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Computer experience including Outlook, Word and Excel is required.
- Munis system is preferred.
- Able to operate a pallet jack, lift 50 pounds repetitively, ability to bend, stoop and climb.

**Supervisory Responsibility:** Does not directly supervise any individuals.

- At times may direct student interns, as well as volunteers.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.  
This is a warehouse environment.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.