

## VISTA UNIFIED SCHOOL DISTRICT

**CLASS TITLE: SCIENCE CENTER ASSISTANT**

**BASIC FUNCTION:**

Under general direction, perform a variety of specialized and supportive duties relating to maintenance, delivery, refurbishment and inventory control of a variety of science kits for District-wide use.

**REPRESENTATIVE DUTIES:**

Order, receive and arrange for proper storage and handling of science kit equipment, materials and supplies. **E**

Requisition, store, locate and supply science kits for distribution to teachers. **E**

Maintain living organisms for use in a variety of science kits. **E**

Deliver science supplies and organisms to school sites on an occasional basis as needed. **E**

Maintain accurate inventory of equipment and instructional materials. **E**

Maintain database for science kit distribution. **E**

Prepare documentation to provide written support and/or to convey information. **E**

Review documents for accuracy, completion and conformance to established procedures. **E**

Perform related duties as assigned.

**QUALIFICATIONS:**

Knowledge of:

Basic inventory control methods and practices.

Equipment, materials and supplies used in science center.

Modern office practices and procedures.

Policies and objectives of assigned program and activities.

Methods and procedures of storing supplies and equipment.

Recordkeeping techniques.

Ability to:

Perform skilled duties in the preparation, control and maintenance of supplies, materials and equipment inventory.

Maintain living organism for use in science kits.

Perform routine clerical tasks.

Communicate effectively in oral and written form.

Understand and carry out oral and written instructions.

Establish and maintain effective working relationships with others.

**Science Center Assistant - Continued**

**PHYSICAL DEMANDS:**

Persons performing duties in this classification will exert 30 to 50 pounds of force to lift, carry, push, pull or to otherwise move objects.

This type of work involves sitting in a position for a period of time but will involve walking or standing for prolonged periods of time.

Hearing and speaking to exchange information; near visual acuity.

Kneeling, crouching, bending at the waist.

**ENVIRONMENT:**

Indoor and outdoor work environment.

**EDUCATION AND EXPERIENCE:**

Any combination of training and experience that would likely provide the required knowledge and abilities listed above. A typical way to obtain the required knowledge and skills would be:

Education:

High school graduation or equivalency certificate

Experience:

Two years of progressively responsible clerical or inventory control experience.

**LICENCE REQUIREMENTS:**

Valid California driver's license

**CONDITION OF EMPLOYMENT:**

Insurability by the District's Liability Insurance Carrier