

Warehouse Specialist, Elementary Science Resource Center (ESRC)

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [Strategic Call to Action](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the direction of the Coordinator, Elementary Science, the Specialist is responsible for the procurement, distribution, and inventory maintenance of science kits and materials for PreK-5, school-based PPE for use during science instruction, and reviewing/remaining up to date on all OSHA standards related to all science materials/equipment for all elementary schools. The Specialist communicates with and assists classroom teachers, paraeducators, special educators, and other school staff, in all elementary schools, on the maintenance of science kits and the use of appropriate equipment. This position is relied upon to manage the ESRC facility, make daily decisions, take initiative, plan ahead for preparation of kits and consumable materials, and communicate with all stakeholders to build relationships and support instruction, through use of the Learning Management System (i.e., Canvas) to communicate directly with staff regarding inventory, distribution, and other updates. This is a non-supervisory position.

ESSENTIAL POSITION RESPONSIBILITIES

- Develops a plan for materials needed for instructional lessons by grade level. Makes decisions about the specific materials: what to purchase, when to purchase, from where/how many to purchase, in order to meet timelines, and ensure OSHA safety requirements are met. Completes the purchase of supplies, tools, and equipment in accordance with established procedures and time frame. Works within assigned budget parameters and maintains purchasing records and inventory supply of \$100+K from the Elementary Science Operating Budget and Early Childhood Programs Operating Budget.
- Develops short and long-term plans for receiving and distributing elementary science instructional equipment and safety materials, from vendors, and to and from schools. Organizes and maintains all paperwork in the upstairs office, as well as the ESRC warehouse area.
- Leads the work of the Operations Assistant, ESRC, as well as any other light duty or special assignment staff assigned to ESRC, related to science kit preparation and distribution.
- Manages and maintains the Elementary Science Resource Center facility including pick-ups, deliveries, and workflow and reports/maintains facility maintenance needs.
- Implements and maintains records for all OSHA safety protocols based on grade-level curriculum and material safety needs, and plans/prepares for student allergy alternative supply options.
- Establishes and maintains direct contact with school staff regarding science instructional equipment and materials, material storage, safety/PPE needs, and maintenance of equipment.
- Communicates and interacts courteously and effectively with operations staff (e.g., warehouse staff, logistics drivers, electrical, custodial) and school staff (e.g., teachers and paraeducators).
- Maintains and provides daily reports as required and requested.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

A combination of education and experience may be considered.

Education and Experience:

<p>A high school diploma (or GED equivalent).</p>	<p>Six (6) years of work experience that must include:</p> <ul style="list-style-type: none"> • Experience with purchasing and requisition procedures, inventory control methods, record-keeping, and budgeting procedures. • Experience utilizing spreadsheets to organize and manipulate data. • Experience with technology to include web-based productivity and collaboration tools such as Microsoft Office Suite and Google Suite.
<p>An Associate degree in business or a related field.</p>	<p>Four (4) years of work experience that must include:</p> <ul style="list-style-type: none"> • Experience with purchasing and requisition procedures, inventory control methods, record-keeping, and budgeting procedures. • Experience utilizing spreadsheets to organize and manipulate data. • Experience with technology to include web-based productivity and collaboration tools such as Microsoft Office Suite and Google Suite.
<p>A Bachelor's degree or higher from an accredited college or university in business or a related field.</p>	<p>Two (2) years of work experience that must include:</p> <ul style="list-style-type: none"> • Experience with purchasing and requisition procedures, inventory control methods, record-keeping, and budgeting procedures. • Experience utilizing spreadsheets to organize and manipulate data. • Experience with technology to include web-based productivity and collaboration tools such as Microsoft Office Suite and Google Suite.

PREFERRED QUALIFICATIONS

- Prior work experience in a preK-12 public school system.
- Knowledge of the general organization and functions of the Howard County Public School System and the Elementary Science Resource Center.
- Experience organizing, scheduling, and coordinating projects and meetings.

PHYSICAL REQUIREMENTS

- Requires extensive walking, stooping, pushing, carrying, climbing, bending and lifting.
- Ability to lift 60 pounds with assistance.
- Ability to stand for prolonged periods of time.
- Ability to climb ladders and stairs.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

A skills assessment may be administered to evaluate proficiency utilizing spreadsheets and web-based productivity and collaboration tools.

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Education Association's Educational Support Professionals (HCEA-ESP) unit. The current salary range for this position is Grade 23, \$54,965-\$102,286. Salary will be determined by actual relevant experience in conjunction with salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION REQUIREMENTS

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) are required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact recruitmentinquiries@hcpss.org.

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.