

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: TESTING MATERIALS WAREHOUSE COORDINATOR OFFICE OF TESTING ADMINISTRATION

GENERAL STATEMENT OF JOB

Under general supervision, coordinates, oversees, and participates in clerical and administrative tasks relating to the procurement, accounting, and security of testing materials. Work involves coordinating and supervising a small staff to ensure testing materials inventory operations are carried out in a secure, accurate, and timely fashion in compliance with all local and NCDPI regulations and policies.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises and coordinates the receipt, stocking, and distribution of testing materials for the Office of Testing Administration to ensure accurate inventory accountability.

Supervises testing warehouse personnel to ensure that assigned operations are performed in compliance with all security and organizational rules and regulations.

Ensures testing materials storage area is organized and maintained in a safe and clean fashion.

Creates procedures for the secure storage of test materials in accordance to requirements by TOPS, the Director, and the Program Specialists.

Creates and/or generates forms to document the distribution of secure test materials and to document the arrival and storage of secure test materials.

Works closely with subordinate employees to ensure work is being completed and that work assignments are fully explained when necessary.

Maintains testing materials records and produces periodic reports identifying inventory, shortages, and materials received, issued, maintained, and returned for review by the Director of Testing Administration.

Organizes and implements schedules regarding the secure pick-up and return of test materials in collaboration with the Director and Program Specialists. Works collaboratively with Program Specialists to effectively and smoothly distribute test materials.

Communicates effectively (orally and in writing) with school test coordinators.

TESTING MATERIALS WAREHOUSE COORDINATOR

Implements testing procedures and protocols as communicated by the Director of Testing Administration and Program Specialists.

Creates and implements a Testing Warehouse schedule that ensures that the warehouse is open to meet the needs of all school levels.

Immediately communicate all concerns regarding discrepancies with test materials to the Director.

Other duties as deemed necessary by the Director of Testing Administration.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and 3 to 5 years of warehouse, clerical or office support experience; or an equivalent combination of experience and training.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to use a variety of automated office equipment such as computers, copiers, typewriters, calculators, etc. Must be able to exert up to 70 lbs. of force occasionally, and/or up to 35 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, and pull or otherwise move objects. Due to amount of time spent standing and/or walking, physical requirements are consistent with those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, handbooks, forms, lists, etc. Requires the ability to prepare correspondence, simple reports, forms, etc., using prescribed format.

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Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; and to utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the operations of the department.

General knowledge and ability to use correct grammar, spelling and punctuation.
General knowledge of modern office practices.

General knowledge of elementary arithmetic.

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General knowledge of common word processing, spreadsheet and file maintenance programs.

General knowledge of the principles of organization and administration.

Ability to operate common office machines.

Ability to process documents such as purchase orders, invoices, etc.

Ability to sort and distribute documents.

Ability to maintain complete and accurate records and to develop standard reports from those records.

Ability to respond to questions based on considerable knowledge of the department.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.