

**CHANDLER UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASSIFICATION: CLERICAL
TITLE: CAREER AND TECHNICAL EDUCATION (CTE) INVENTORY SPECIALIST
CALENDAR: [CTE DATA/INVENTORY](#)
SALARY: [GRADE 8](#)

Job Goal

Gathering, recording and maintaining an accurate inventory of Career and Technical Education (CTE) equipment, supplies and materials.

Minimum Qualifications:

1. High school diploma or equivalent plus knowledge of computer software programs
2. Proficient in Microsoft Excel
3. Valid Arizona Driver's license; may need personal vehicle to travel between sites
4. Ability to communicate and work effectively with staff and public
5. Knowledge of and adheres to all policies, regulations and rules

Core Job Functions:

- Analyze CTE Inventory data
- Understand and accurately use various software for tracking, reporting CTE inventory items
 - Maintain variety of records and files
 - Input data into computer
 - Access, download, manipulate and formulate reports for inventory
- Strong written and verbal communication skills with teachers and district personnel
- Inventory
 - Receive, tag, enter new equipment, and track all CTE equipment annually
 - Use barcode scanner and software to aid in the inventory process
 - Take physical inventory at least twice a year
 - Work with designated district personnel
 - Work directly with site CTE teacher
 - Complete appropriate paperwork
 - Spreadsheet
 - Surplus equipment
 - Furniture relocation
 - Lost/stolen equipment
- Meet Federal/State reporting deadlines
- Meet district project deadlines Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Being responsible, punctual and reliable
- Directing constructive criticism toward improving the district
- Exercising positive problem solving behavior and conflict resolution skills
- Work independently and as a team
- Travel to sites required
- Moving and transferring equipment between sites driving a box truck.

Schedule:

- Flexible schedule, some hours may be outside normal working hours during certain times of the year

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Office

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions