



<b>Title:</b>	Inventory Control Clerk
<b>Reports to:</b>	Director of Testing and Accountability, ESL, and Arts Education
<b>Terms of Employment:</b>	10 Months – 20 Hours Per Week
<b>Salary:</b>	TBD

### **Qualifications:**

- Associate's Degree Preferred
- Graduation from high school and any equivalent combination of training and experience which provides the required knowledge, skills and abilities

### **Essential Job Functions:**

- Assist with ordering of testing and accountability materials
- Verify and inventory shipments of testing materials received
- Report discrepancies in shipments to Director and Sender
- Count and supervise distribution of testing and accountability materials to schools keeping accurate records throughout the process
- Assist with scanning and scoring as requested
- Maintain inventory log of all testing materials
- Maintain inventory of used tests and answer sheets until state approval to discard/recycle
- Assist with disposal of discarded testing materials
- Assist with verification of data used in various reports
- Assist with office filing
- Assist Director or Assistant Director in execution of responsibilities with English as a Second Language Program and Arts Education Coordination
- Be responsible for scheduling the art displays for the A.B. Gibson Education Center and coordinating the hanging of the shows with the art teachers
- Assist with all other duties as requested