



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Technology Inventory Coordinator
Payroll/Personnel Type:	12 Month
Job #:	8774
Reports to:	Deputy Superintendent of Accountability
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

The Technology Inventory Coordinator is responsible for the collection, distribution, and inventory of district technology.

Essential Functions:

- Assist in PD loft with ongoing technology distribution needs
- Work in collaboration with each school's TIC for fall distribution
- Assist with new equipment set up
- Assist with new equipment asset tagging
- Assist with additional equipment needed at each school
- Greet and support visitors to the PD loft in equipment needs
- Work on inventory identification in schools across the District
- Work on identifying surplus equipment across the District
- Work on removing surplus equipment across the District
- Work in Collaboration with school TICs in equipment
- Assist in District Tech Center coverage as needed
- Assist in setting up new equipment in specific locations across the District
- Train new TICs with processes and procedures in supporting school assigned
- Work in collaboration with each school's TIC for retrieval of equipment at end of school year
- Support in summer projects as needed
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Knowledge of the methods and techniques used in taking physical inventories, and preparing and maintaining inventory records
- Knowledge of record keeping principles and practices

Experience:

- Excellent computer skills including the use of Microsoft Word, Excel and PowerPoint (required)
- Ability to follow oral and written instructions
- Excellent written and verbal communication skills
- Must be detail-oriented and pay close attention to accuracy
- Ability to interpret and utilize automated reports; familiar with latest technological software
- Ability to establish and maintain effective work relationships with instructional staff and school administrative personnel
- Ability to explain District control procedures to administrative and instructional personnel
- Ability to analyze information gathered in order to identify potential problems or discrepancies



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- Ability to prepare clear, concise and accurate inventory reports

Education:

- High School diploma (required)
- 60 college credit hours (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 25 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee Date Immediate Supervisor Date

Human Resources Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.