

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Science Kit Facilitator

FLSA: Exempt

GENERAL SUMMARY

Under limited supervision, manages District Science Kit Center, ensuring that selected science kits are distributed through a rotation process each nine weeks per grade level. Provides school to work transition opportunities to special needs students at the Science Kit Center. Reports to the Science Coach.

ESSENTIAL FUNCTIONS

Ensures that selected science kits are distributed through a rotation process each nine weeks per grade level. Develops methods for optimizing the effective utilization of science kits to meet the goals of the science curriculum.

Develops and manages budget for the supply of and replacement of science kit materials. Submits Purchase Orders for required science materials. Schedules and orders live materials as needed each nine weeks per grade level. Prioritizes spending needs to purchase refurbishment materials needed for kit rotations.

Works with Science Coach and teacher trainers to provide the necessary kits/supplies for kit training. Prepares and participates in staff development activities related to the Science Kit Center. Trains teachers and other District administrators on the procedures of the Center.

Conducts inventory of science kits with each kit rotation; catalogs teacher's guides, student books, and organizes by grade any hard copy instructional kit supplies.

Promotes interest in the use of science kits and other materials available at the Science Kit Center.

Provides school to work transition opportunities to special needs students at the Science Kit Center. Matches job tasks to student ability levels. Assigns special needs students various duties to include refurbishing science kits, moving kit boxes, cleaning and restocking shelves in the refurbishment room, and general cleaning of the Center.

Supervises and evaluates assigned special needs students each interim and at the end of each nine weeks period. Submits evaluations of student progress to the Transition Facilitator.

Prepares and submits grants aimed at enhancing the budget and services of the Science Kit Center. Completes and submits appropriate documentation for reimbursements from the District and State Department of Education.

Conducts Science Kit Center Open House and offers field trip opportunities for students throughout the District.

Submits work orders and works with the Department of Building & Grounds to ensure appropriate building maintenance for the Science Kit Center.

Interacts and communicates with parents, coworkers, administrators, teachers, professional staff, government agencies, and others in the performance of job activities.

Operates general office equipment such as a copier, computer, and calculator.

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

Bachelor's degree with three to five years of experience in science and health education; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must possess a valid teaching certificate and certification in Science Education and other certifications as designated.

Knowledge:

Has thorough and comprehensive knowledge of all aspects of science and health education. Knowledge in the methods for developing lesson plans and materials, and classroom activities which stimulate learning. Knowledge of the materials and information which must be prepared for science kits and science instructional activities. Knowledge of fiscal management practices. Knowledge of curriculum development. Knowledge of the records, forms and reports which must be prepared and maintained. Knows how to keep abreast of changes in policy, standards, procedures, and regulations pertinent to job functions.

Skills/Effort:

Ability to provide instruction to students through explanation, demonstration and/or supervised practice. Ability to comprehend, interpret, and apply state and federal regulations related to science and health education. Ability to operate general office equipment in the performance of daily activities. Ability to effectively apply knowledge of science and health programs and services. Ability to communicate effectively with students and their parents, District staff, and all other groups involved in the activities of the job. Ability to identify effective strategies for Science Kit Center administration. Ability to complete, process, and maintain all required records and reports.

Working Conditions:

Office environment with little exposure to environmental conditions. Physical demands are restricted to general office activities requiring the movement/lifting of items weighing up to twenty-five pounds. Routine local travel required; occasional overnight travel required. Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines.

Responsibility:

Responsible for budget as assigned.
Supervisory responsibility for assigned students.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____ Date: _____
_____ Date: _____
_____ Date: _____