AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**TECHNICIAN LABORATORY MATERIALS III**			PAY GRADE:	**AUX 4**
DUTY DAYS:	**218**	FLSA STATUS:	**NON-EXEMPT**	DATE REVISED:	**07/28/2026 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM QUALIFICATIONS:

A high school diploma or equivalent is required. Three (3) years of related experience is required. A valid Texas Driver's license is required, and it must be in possession at all times while operating an AISD vehicle.

SKILL REQUIREMENTS:

Incumbent must have competent laboratory skills (building and organizing materials into kits) and competent skills in working with living materials, such as butterfly larvae, ladybugs, and organisms that support the curriculum. Incumbent should have clerical skills required for maintaining inventory and communicating with campus staff.

JOB PURPOSE AND RESPONSIBILITY:

The purpose of this position is to support the development of the K-5 science hands on lab kits. In addition to supporting development of kits, this position will also support teachers by providing them with the living materials needed for science instruction in grades K-12. This position will be responsible for delivering laboratory kits to campuses, as well as picking up kits for return to the Science Health Resource Center (SHRC).

ESSENTIAL FUNCTIONS:

- Communicate with STEM curriculum staff to ensure that materials reflect Austin ISD STEM curriculum.
- Maintain inventory of materials and equipment.
- Deliver laboratory kits to campuses and pick up used kits according to schedule.
- Support campus requests for miscellaneous materials and equipment.
- Organize and maintain a healthy environment and proper climate for living organisms, including plants, animals, fish, and microorganisms.
- Maintain plants, greenhouses, and gardens.
- Provide guidance for campuses on maintaining living materials and keeping them safe and healthy.
- Ensure that all work is done in a safe manner and that work areas are kept clean and neat, including sterile work areas if needed.
- Promote sustainable and cost-effective use of materials in science.

- Perform general clerical duties such as answering phones and emails, maintaining records, preparing reports, and ordering supplies.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Work is performed in a warehouse type setting. Physical stamina is required to package and move materials. Physical discomfort may be experienced when handling living materials. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tool/Equipment Used: Standard computer, and measuring instruments, science kit tools (microscopes, hot plates, etc.), laminator, copier, and printer, small box truck

Posture: Frequent standing, kneeling, squatting, bending/stooping, pushing/pulling and twisting

Motion: Frequent walking, rasping/squeezing, wrist flexion/extension, lifting and stacking

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures

Mental Demands: maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the appropriate supervisor of the department. Incumbent will often communicate with Austin ISD personnel as well as vendors, agencies, and community members.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	