

The Inventory Specialist reports directly to the Coordinator of Federal and State Programs. The Inventory Specialist is responsible for maintaining, issuing, and monitoring chromebooks/equipment assigned to all recognized Thornton Township High School District 205 Title I Schools. This role involves maintaining accurate inventory of Title I purchased equipment, assisting building stakeholders and/or technicians with creating required reports and maintaining files as outlined in state and federal guidelines to ensure that all devices/equipment purchased are/is appropriately inventoried.

Key Responsibilities:

- Maintains accurate or random inventory levels through regular equipment checks and updates.
- Works closely with the Federal and State Programs Coordinator as it relates to Section OMB A-87, EDGAR 80.32.
- Communicates with federal coordinator to ensure timely delivery and resolve discrepancies.
- Maintains cleanliness and organization in the designated areas or storage area.
- Assists in developing training and professional development strategies.
- Ensures compliance with district policies and federal guidelines as it relates to technology.
- Assigns available devices and/or equipment to building representative (i.e., printers, scanners, tablets, and other peripherals) funded with federal resources obtained from the Office of Federal and State Programs.
- Maintains and updates inventory records and files through Powerschool as directed by the Office of Federal and State Programs. Title I Schools are required to keep their records and files for auditing purposes.
- Maintains students and teachers' accounts through Powerschool as required.
- Maintains and updates documents that are required for students, parents, and teachers (i.e., One-to-One Agreement).
- Assists with execution of devices and equipment related projects, including device deployments, equipment setup, and other assigned tasks directed by Federal and State Programs.
- Assists in asset management, including inventory tracking and monthly reporting.
- Maintains accurate and complete equipment documentation.
- Participates in weekly and monthly team meetings as required.

- Other assigned duties

Qualifications and Skills:

- High school diploma or equivalent (associate degree or technical certification preferred).
- Proven experience of knowledge of Title I Schools' Technology Guidelines.
- Knowledge of devices/equipment that will enhance learning achievements for all students.
- Strong organizational and time-management skills.
- Excellent communication and customer service abilities.
- Proficiency in inventory management systems or other essential software.
- Provides equipment information for school's bulletins and/or Newsletter as approved by Federal Programs.
- Attention to detail and problem-solving skills.
- Minimum of 2-3 years of hands-on organizational and/or technical support experience.
- Strong organizational knowledge and troubleshooting skills.
- Proficiency in the Microsoft 365 ecosystem.
- Experience with team concepts and troubleshooting.
- Ability to work independently with minimal supervision.
- Flexible, adaptable, and able to multitask in a fast-paced environment.
- Self-motivated and proactive, with high attention to detail.

Working Conditions:

- Typically based in an office, service area, and/or parts counter environment.
- May require some lifting, standing, and use of equipment.

Job Type: Full-time

Education:

- Bachelor's degree or equivalent practical experience.

Experience:

- Inventory control: 1 year (Required)

License/Certification:

- Driver's License (Required)

Shift availability:

- Day Shift (Required) and Weekend as needed

Work Location: In person

This is a grant funded position. Evaluated annually. **Ends June 30, 2027.**