

## UNION SCHOOL DISTRICT

### CLASS TITLE: MAKERSPACE SPECIALIST

#### BASIC FUNCTION:

Under the direction of the Director of Information and Instructional Technology or designee, the Makerspace Specialist will perform a variety of duties involved in the maintenance, implementation, upkeep of tools, supplies, and machinery; assist students and staff in the selection, training, location, and use of makerspace materials and equipment; perform a variety of technical support duties in the maintenance and support of makerspace tools, programs, systems, and equipment; provide safety and technical information and assistance in the operation of makerspace systems, programs, tools, and equipment to students and staff.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

- Track and inventory makerspace related supplies, equipment, tools, systems, and programs; work with the support of the District technology department to order hardware, consumables, and makerspace supplies;
- Perform a variety of duties involved in the maintenance, implementation, upkeep of tools, machinery, and supplies in the makerspaces located at one or more elementary school sites; keep the makerspaces in neat, organized, safe, and orderly condition;
- Perform a variety of technical and maintenance duties related to makerspace and STEAM activities and instructional support;
- Train staff and/or students in the use of makerspace tools, supplies, equipment, and machinery;
- Troubleshoot and fix problems. Contact manufacturers for support when appropriate;
- Provide technical, safety, and training assistance to students and/or staff in the selection, location and use of makerspace equipment; respond to inquiries and provide assistance and information concerning related practices, techniques, policies, and procedures;
- Check materials in and out to students and staff; stock, sort, and maintain materials, tools, supplies, and equipment; fix and clean equipment, tools, and supplies;
- Promote the use of the makerspaces and STEAM to staff, students and parents; conduct orientations; create example projects in accordance with established guidelines;
- Manage the makerspace management and review makerspace behavioral guidelines;

- Assist students and staff in the use of equipment; respond to inquiries and provide information to students and teachers; train and explain practices and procedures in the makerspace;
- Assist with coordinating and conducting special events, programs, and activities in the makerspace;
- Organize and prepare makerspace displays, bulletin boards, and example projects; maintain a clean and safe makerspace;
- Monitor inventory levels and assist in the selection of new materials, equipment, tools, or supplies as assigned; research and order other materials as directed;
- Utilize computers to update inventory; establish and maintain files and records; initiate queries and generate reports;
- Operate a variety of office and makerspace equipment;
- Attend mandatory trainings as required by the position.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic functions, operations, and maintenance of school makerspaces;  
 Makerspace practices, procedures, safety, materials, resources, and terminology;  
 Inventory procedures;  
 Record keeping and report preparation techniques;  
 Age-appropriate makerspace activities for elementary school students;  
 Data entry operation;  
 Oral and written communication skills;  
 Interpersonal skills using tact, patience, and courtesy;  
 Operation of computers, peripherals, and assigned software;  
 Modern office practices, procedures, and equipment.

**ABILITY TO:**

Perform a variety of makerspace duties involved in the maintenance, implementation, upkeep of tools, supplies, and machinery; assist students and staff in the selection, training, location, and use of makerspace materials and equipment;  
 Assist students and staff in the selection, training, location, and use of makerspace materials and equipment;  
 Monitor and maintain acceptable behavior in the makerspace;  
 Process and clean makerspace areas, materials, and equipment;  
 Meet schedules and timelines.

Inventory, order, and receive materials, supplies, and equipment;  
Check materials in and out to students and staff;  
Operate a computer and assigned equipment and software;  
Maintain files and records and prepare reports;  
Type or input data at an acceptable rate of speed;  
Communicate effectively both orally and in writing;  
Establish and maintain cooperative and effective working relationships with other;  
Model appropriate behavior around and interact appropriately with children;  
Maintain regular attendance.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

School environment

### **PHYSICAL DEMANDS:**

Hearing and speaking to exchange information;  
Sit, stand, stoop, kneel, bend and walk;  
Lift up to 20 pounds;  
Carry up to 20 pounds;  
Reaching overhead, above the shoulders;  
Sitting or standing for extended periods of time;  
Bending at the waist, kneeling or crouching to assist students;  
Carrying, pushing or pulling carts, tools, and other equipment;  
Lifting and carrying moderately heavy objects and other equipment.

Range 710 – 11 months & 6 hours/day

### **Disaster Service Worker**

*CA Government Code 3100.* It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

\* Board Approved 6.10.19