

INSTRUCTIONAL MATERIALS TECHNICIAN

JOB SUMMARY

Under general direction, coordinate the management of the textbook library and instructional materials. Order, receive, process, distribute, inventory, and maintain text books in the district's textbook library and the Instructional Media Services Department for distribution to all district school sites. Serve as backup to the District Library Catalog Technician.

TYPICAL DUTIES

Assist in the research and procurement of new materials to be added to the district's collection. Oversee the central management of budget and ordering of textbooks, using a specialized software program to track materials and maintain accountability. Conduct in-depth research via telephone and the internet to obtain the most up-to-date information from the California State Department of Education and individual publishers prior to a district text book adoption. Research latest information regarding standards-aligned adoption lists and prices on the California Department of Education website. Meet with district administrators, publisher representatives, and warehouse personnel to discuss procedures for efficient ordering, receiving, and delivery of adoption materials. Provide specialized information to district administration regarding state textbook ordering policies, rules, and regulations as outlined by the California Department of Education and the district. To ensure compliance, research new adoption lists to determine components to be included. Prepare memos and order forms in order to gather information from site administrators regarding anticipated number of classes at each grade level and teacher materials needed for combination classes, resource teachers, bilingual classes, etc. Place annual, interim, and special orders for new and re-adopted state instructional materials, insuring appropriate inventory to meet demands at all times. Use judgement to determine and maintain a reasonable amount of extra materials to have on hand, avoiding lengthy delays in supplying needed materials to school sites at the time they are requested. Collect data and develop a detailed plan for the accurate distribution of adoption materials to school sites. Compile information and prepare documents for use by warehouse staff to aid in efficient delivery of materials to school sites. Advise site administrators and/or office staff of guidelines for end-of-the-year ordering. Organize a large volume of information; compile data, and using specialized database software, keep accurate records of the number of all textbook items issued to each school site. Compare inventory records for schools to their enrollment, in order to locate surplus and verify needs. May analyze the amount of money spent at each school site and how much is spent on each program and prepare appropriate reports for department administrator. Formulate and assign book code numbers to new adoption components to use in the computerized book tracking system. Serve as backup to the District Library Catalog Technician. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent, and at least two years of full time increasingly responsible clerical work, preferably with at least one year in a media center or library. Supplemental course work in library technology and/or media center practices.

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Knowledge of: Basic principles and practices of library science. School library resource center operation, including book ordering, cataloging - using an on-line computerized data base management system, and circulation. Record retrieval and storage systems. Library filing rules; inventory procedures; proper English usage, spelling, grammar, and punctuation. Providing direction and leadership. Prioritizing, scheduling, and meeting deadlines. The California public School Curricular Frameworks, Content Standards and appropriate books, etc.

Ability to: Perform a variety of complex clerical duties related to media center operations with speed and accuracy. Determine priorities. Conduct inventory and generate final reports. Communicate effectively, both orally and in writing. Gather, compile, and tabulate data, generate reports, etc. Work with a minimum of supervision. Analyze situations and adopt an effective course of action to resolve the situation. Type at a corrected speed of 40 words per minutes.

LICENSE Must possess a valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.

PHYSICAL ABILITY The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; talk or hear. The employee is occasionally required to lift boxes, packages, and bundles weighing up to 45 pounds; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.