

DISTRICT INSTRUCTIONAL MEDIA TECHNICIANDEFINITION

Under direction of the Deputy Superintendent, Instructional Services, to be responsible for the ordering, processing, storage, and distribution of school textbooks and a variety of instructional materials; to perform complex and responsible accounting procedures in maintaining complete and auditable records of the District's Textbook Fund and other related funds; to maintain a textbook inventory program; and to do other related work as required.

DISTINGUISHING CHARACTERISTICS

A major characteristic of this position is the responsibility for maintaining a complex set of financial records of District-wide significance, together with ongoing responsibilities involved in the estimating, purchasing and processing of K-8 school textbooks and other instructional materials. This position also has responsibility in the maintenance of a central warehouse inventory and in the distribution of instructional materials to District sites.

Procedures are generally established and are regulated by law and administrative requirements, and problems encountered demand good judgment and adaptability on the part of incumbents. The work is accomplished under the general supervision of an administrator. This position acts as a lead worker position and carries the responsibility for supervising other employees in the department.

ESSENTIAL FUNCTIONS

Maintains complete and auditable financial records of District's Textbook Fund.

Monitors all expenditures for compliance with District policy and state legal requirements.

Prepares a variety of statistical and informational reports; purchase requisitions.

Estimates each school site's (K-8) needs for textbooks and instructional materials based on current and projected enrollment.

Orders, processes, and distributes K-8 State adopted textbooks.

Maintains accurate records of warehoused texts and instructional materials.

Maintains accurate inventory system of textbooks, and other instructional materials for all District sites (K-8).

May supervise one or more warehouse or clerical positions.

Works closely with textbook sales representatives and other vendors regarding pricing and delivery dates.

Provides textbook and library information to administrators and certificated staff regarding procedures, materials available, and site inventories.

Performs miscellaneous typing and clerical work.

May advise and assist elementary library clerks.

May assist in physical inventory of textbooks.

Orders and circulates samples of new instructional materials for evaluation by certificated staff on a minimal basis.

Operates a computer terminal and other computer related equipment.

Other related duties as assigned.

Knowledge of:

Methods and practices of financial record keeping; library practices, procedures and terminology; the types and uses of library materials and the literature and current publications connected therewith; standard reference books and other reference and bibliographical tools; modern office methods and procedures.

Ability to:

Perform responsible and accurate clerical work with minimal supervision; make arithmetical calculations with speed and accuracy; prepare accurate statistical and financial summaries and reports; learn and apply State and Federal mandated guidelines in both library and textbook acquisition; catalogue and classify books, documents, and pamphlets; select books to fill the needs of individual teachers or students; operate modern office equipment; understand and carry out oral and written instructions; type at a speed of not less than 40 words a minute from clear copy; establish and maintain cooperative working relationship with faculty, other employees, and the public.

Experience:

Two years of increasingly responsible experience in the maintenance of financial records; sub-professional experience in a school library is preferred.

Education:

Equivalent to completion of the twelfth grade, including or supplemented by courses in bookkeeping or accounting. Completion of some

library technician courses is preferred.

Approved: 11/17/86