

Instructional Materials Technician

DEFINITION:

Under the supervision of the Assistant Superintendent of Education Services and their administrative designees, and in coordination with the District's Librarian, the Instructional Media Technician coordinates the acquisition and maintenance of District textbooks, instructional and audio-visual materials, performing a variety of functions related to obtaining price quotations, ordering, receiving, processing, distributing, maintaining, and curriculum materials inventory.

EXPERIENCE:

- Two (2) years of increasingly responsible experience in office clerical work involving accounting, financial or statistical records, centralized material distribution, or library maintenance.
- Experience with word processing and spreadsheet software.

EDUCATION:

- Equivalent of high school diploma
- Coursework in library and media instruction is preferred.

CERTIFICATES OR LICENSES:

- Must possess and maintain a valid California class C driver's license and have a satisfactory driving record.

REQUIRED TESTING: Pre-employment physical evaluation and assessment to demonstrate minimum qualifications required for position.

ESSENTIAL FUNCTIONS:

- Perform various instructional material acquisition duties including sourcing, obtaining quotes, and utilizing assigned software to generate requisitions for textbooks and digital licenses, curriculum kits, consumables, and teacher materials.
- Provide cost data for new acquisitions based on projected enrollment, current inventory, publisher costs, distribution ratios or other factors.
- Create and maintain publisher and vendor contact lists; contact vendors to clarify prices and delivery dates; check shipments and verify orders.
- Check materials received for proper quantity and quality, document and shelve instructional materials, equipment, and supplies. Track purchase orders with vendors for prompt and timely delivery.
- Process newly acquired curriculum material and assure new materials are stamped and processed for distribution; enter titles, codes, quantities, and other pertinent information into automated inventory system.
- Make decisions regarding adjustment to quantities of adoption orders. Maintain accurate records of multi-year adoptions to ensure we receive all acquired materials from vendors.
- Respond to inquiries from staff and vendors and provide information regarding pending purchase orders, back orders, invoices, and the status of orders.
- With the support of Library Clerks, coordinate the sharing textbooks and instructional materials throughout district.
- Maintain warehouse inventory of curriculum materials and perform related duties including checking in/out and ensure the availability of curriculum materials.
- Schedule pickup for all sites of obsolete instructional materials.
- Conduct periodic physical inventory of instructional media, inspecting and repairing or disposing of damaged or outdated materials, ensure collections are maintained according to defined budgets, adoption guidelines, and in compliance with established licensing regulations.
- Prepare and maintain a variety of computerized and manual reports including collection summaries, budget reports, distribution records, renewal information, adoption records, and overdue lists; provide documentation and information to others.
- Maintain Curriculum & Instruction materials in warehouse storage area.
- Receive and inventory curriculum and instructional materials from school sites.

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- Prepare curriculum instructional materials to ship to assigned sites or individuals.
- Duties may include moving and lifting boxes, unwrapping or wrapping and building pallets, when required in the receipt or distribution of curriculum and instructional materials from or to sites.
- Perform other related duties as assigned within the scope of this job classification.

KNOWLEDGE OF:

- Curriculum materials across various grade levels and subjects.
- General principles, techniques, and procedures of researching, comparing, and purchasing textbooks and instructional materials.
- Familiarity with District policies pertaining to instructional materials K-12.
- Operation of computer, purchasing software, Destiny library and inventory software.
- Standard clerical procedures and modern office methods, procedures, and software systems.
- General accounting, methods used in financial and statistical record-keeping.
- Basic methods, procedures and terminology used in accounting and budget work.
- Basic math, including calculations using fractions, percentages, and/or ratios.
- Basic English usage, grammar, spelling, punctuation, and vocabulary.
- Warehouse procedures, policies, and methods.
- Safe work practices for lifting, carrying, bending, climbing, and repetitive hand motions.

ABILITY TO:

- Design and manipulation of spreadsheets.
- Perform a variety of complex duties related to the acquisition and circulation of textbooks and instructional materials.
- Prepare and distribute orders for textbooks and instructional materials.
- Serve as a liaison between school sites, departments, vendors, and publishers concerning instructional materials.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Handle all matters in a tactful, courteous, and confidential manner to maintain and/or establish good public relations.
- Exercise independent judgment and problem-solving skills related to specific areas of responsibility.
- Be attentive to details and adapt to changing work priorities.
- Work with frequent interruptions.
- Work with detailed information/data.
- Analyze issues and create action plans.
- Gather, collate, and/or classify data.
- Operate a variety of job-related equipment including computers, calculators, copiers, warehouse, and related office machines, pallet jack and bar code machine.
- Effectively communicate orally and in writing, prepare reports, disseminate information, and document.
- Prepare and maintain accurate records.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: Must possess the strength, stamina and mobility to perform moderate physical work which includes occasion lifting, carrying, and moving materials weighing up to 30 pounds and heavier weight with the use of proper equipment; pushing and/or pulling moderately heavy objects; occasional climbing and balancing; stooping, kneeling, crouching, reaching, handling, touching and/or feeling; hold and grasp objects with full range of motion in wrists and arms; manual dexterity to operate a telephone and enter data into a computer; manual dexterity to maintain rigorous work schedule involving ordering and managing instructional materials.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various

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configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employees in this position will be required to work indoors in a standard office and warehouse environment, in various outdoor locations, and come in direct contact with district staff and the public; will occasionally work in outside weather conditions.
- Employees in this position frequently work near moving mechanical parts and motorized equipment to load/unload or move materials.
- The noise level in the work environment is usually moderate.