

LOS ALAMITOS UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL MATERIALS CLERK

BASIC FUNCTION:

Under the direction of the Director of Instruction/Special, assist Library Media Technicians in processing and distributing instructional materials throughout the district; implement quick copy operations for the District.

REPRESENTATIVE DUTIES:

1. Assist in final processing of instructional materials to schools.
2. Assist with the maintenance and recordkeeping of all instructional materials.
3. Assist with districtwide quick copy operations including prioritizing, organizing and implementing all quick copy printing needs.
4. Set work priorities to perform duties in a timely manner.
5. Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods of receiving and storing materials
Media Center terminology and procedures
Filing techniques
Recordkeeping techniques
Laminating and binding procedures
Oral and written communication skills

ABILITY TO:

Assist in the final processing of books
Maintain catalog card files
Laminate and bind materials
Type at 45 words per minute from clear copy
Operate office and media equipment including typewriter, duplicating machine, laminator, perforator and dry mount press
Maintain records
Establish work priorities and perform duties in a timely manner with minimal supervision
Work cooperatively with others
Communicate effectively both orally and in writing
Understand and follow oral and written instructions

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of experience working in a library setting and/or in a quick copy setting.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Lift up to 30 lbs., travel from site to site, work with machine noise from copier machines up to 85 lbs; print shop environment; kneel, crouch or reach for supplies; subject to standing for extended periods of time.

SALARY RANGE: 53

ADOPTED BY PERSONNEL COMMISSION: January 12, 2000

APPROVED BY BOARD OF EDUCATION: January 24, 2000