



JOB DESCRIPTION

Instructional Materials Technician

DEFINITION:

Under the general direction of the Library, Outreach and Literacies Director and/or Assistant Superintendent of Educational Services, provides clerical and support services to school sites in the receipt, organization and maintenance of instructional materials and resources to support the educational programs of the district.

DISTINGUISHING CHARACTERISTICS:

This job is distinguished from similar jobs by the following characteristics: the Instructional Materials Technician must be knowledgeable about instructional materials and resources for all content areas; have an understanding of the available resources, and appropriate materials that support educational activities such as the online databases and digital curriculum, adopted and non-adopted materials, various software, Open Educational Resources (OERs), applications, Learning Management System, Student Information Systems, and electronic media; know how to obtain, order, distribute and inventory for appropriate instructional materials to assist and guide teachers and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Orders, receives, organizes, and maintains materials and equipment including textbooks, instructional software, web-based resources, supplies, iPads and other related equipment.
- Monitors inventory of materials and notifies staff of materials and locations.
- Assists with the development, creation and distribution of kits and units.
- Serves as a liaison between District and LMA's.
- Serves as a liaison between IT and Ed Services/ Educational Technology.
- Maintains communication with site, warehouse and purchasing personnel regarding pick up and delivery of instructional materials.
- Collects data on the topics explored by students and the usage of the learning common areas such as maker spaces, computer labs, and school libraries.
- Assists with the creation of student and staff accounts for district resources, state adopted materials and the Learning Management System.
- Assists with moving and maintaining all district supported curriculum into a single sign-on system.
- Assists staff with the use of electronic circulation system, LMS and application programs.
- Assists with the research of materials for purchase based on site need.
- Maintains inventories of materials and budgets for materials including arranging for replacements and/or repairs as needed.
- Inputs material information via barcoding and data entry.
- Creates and communicates reports in the areas of circulation, usage of applications programs, lost/damaged materials including iPads, and asset management.
- Maintains instructional materials in the warehouse.

- Participates in ongoing job-related trainings as assigned.
- Job related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Instructional resources and technology
- Technical library processes related to the acquisition and classification of materials
- The California Model School Library Standards
- Digital research resources
- Software related to digital collections
- Electronic circulation system
- Online learning platforms
- Purchase order systems and asset management
- Effective research strategies
- Basic math skills
- Modern office procedures and equipment
- Proper English usage, spelling, grammar, punctuation and arithmetic

Ability to:

- Learn digital resource management systems
- Effectively use assessment management software
- Create digital documents, forms, and spreadsheets
- Perform complex clerical work with speed and accuracy
- Establish and maintain effective working relationships with others and work cooperatively with others
- Establish rapport with site, district and department staff
- Provide outstanding customer service
- Work independently with others and under pressure and with frequent interruptions
- Solve problems independently including moderate equipment (such as iPads) problems
- Communicate effectively both orally and in writing
- Understand and follow oral and written directions
- Maintain regular and consistent attendance

EDUCATION AND EXPERIENCE:

Experience:

This position requires a minimum of one year experience performing clerical and technical duties in a library/media center/learning commons or similar setting. Experience in a school, library, media center, learning and/or information commons is highly preferred.

Education:

- At minimum the equivalent of twelfth grade education, and passing of District competency test; or hold an AA Degree, or have completed 48 College units
- Instructional Media Resource Assistant Certification preferred
- Coursework in library and media center instruction preferred

WORKING CONDITIONS:

Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Daily contact with district and school staff
- Constant interruptions
- Moderate to high stress level
- There is the potential for exposure to dust on shelves/books; uses of a ladder or step stool to reach for objects

Physical Abilities:

- Hearing and speaking to exchange information in person and on the telephone
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Sitting for extended periods of time
- Bending at the waist, kneeling or crouching to file materials
- Occasionally lift and/or move up to 25 pounds
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

OTHER:

California Class C driver's license and employee-provided transportation required.

REQUIRED TESTING:

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

CLEARANCES:

California Department of Justice (DOJ) fingerprint clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

Range: 10.5

Date Approved: 2/12/2019