

PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description

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| Title: | Instructional Materials Technician I | Reports to: | Program Administrator/Supervisor |
| Job Category: | Library/Media | Classification Unit: | Classified |
| Board Approval: | 5/21/2020 | Current Salary Grade: | 15 |
| Job Description Revised: | | FLSA Status: | Non-Exempt |

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, maintain the District's textbooks and instructional materials for school sites; performing a variety of functions that relate to receiving, processing, distributing, and inventorying of textbook materials; training and assisting staff in the utilization of the inventory management system.

ESSENTIAL FUNCTIONS:

- Distributes textbooks and instructional materials to sites to ensure student access to necessary materials.
- Assist sites with textbook and instructional material distribution to classrooms and students.
- Inventory textbooks and instructional materials to losses and/or maintain availability of materials.
- Maintains records of textbooks held as overage in the district warehouse to provide available inventory as needed by the school sites.
- Produces reports to maintain an accurate accounting of textbooks and instructional materials.
- Maintain the accounting and billing process for lost or damaged instructional materials and textbooks.
- Assist with various warehouse receiving duties including unloading curriculum material from pallets, operating of a motorized pallet jack, lifting pallet base and textbook boxes, rebuilding pallets and shrink wrapping items in order to distribute shipments to assigned sites.
- Train teachers and other personnel on the use of the inventory management system to accurately track textbooks and instructional materials at the school sites.
- Receives and processes textbooks and instructional materials (e.g. barcoding, property stamping).

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of their job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Perform basic math, including calculations using fractions, percentages, and/or ratios.
- Read a variety of manuals.
- Write documents following prescribed formats, and/or present information to others.
- Understand complex multi-step written and oral instructions.

Ability to:

- Schedule activities and/or meetings.
- Gather and/or collate data; and work with data utilizing specific, defined processes.

- Flexibility is required to work with others in a variety of circumstances.
- Operate equipment using a variety of standardized methods.
- Problem solve to identify issues and create action plans.
- Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited.
- Work with frequent interruptions; meeting deadlines and schedules.
- Be attentive to detail.
- Adapt to changing work priorities.
- Drive a district vehicle to conduct job related duties.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High School diploma or equivalent.

Experience: Job related experience

Required licenses, certificates, continuing education, training and other requirements:

- Valid CA Driver’s License

DESIRABLE QUALIFICATIONS:

- Library Technician Certificate

WORKING CONDITIONS:

Environment: The job is performed under minimal temperature variations.

Physical Demands: 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.

- Significant lifting, carrying, pushing, and/or pulling;
- Frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and
- Significant fine finger dexterity.
- Generally, the job requires 30% sitting, 35% walking, and 35% standing

Hazards:

- N/A

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- State Mandated Training
- Criminal Justice/Fingerprint Clearance
- TB Clearance

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.