

CURRICULUM MATERIALS ASSISTANT

Position Title: Instructional – Non-School Based

Location: District Office

Reports to: District Office Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

The Curriculum Materials Assistant is responsible for coordinating the distribution and management of district curriculum materials. The Curriculum Materials Assistant maintains a database (e.g. Follette's Destiny) to support curriculum materials and provides well-organized, smoothly functioning curriculum materials distribution process.

Part II: Supervision and Controls over the Work:

The Curriculum Materials Assistant works under the supervision of a district administrator who assigns specific responsibilities, provides policy and procedural direction and guidance, and who is available in more difficult situations and emergencies related to curriculum materials management. The Curriculum Materials Assistant is expected to carry out materials distribution and management with minimal supervision and direction by exercising considerable initiative, judgment, and decision making. The Curriculum Materials Assistant is trained and supported by the District Media Coordinator in the use of the library and textbook management system, and in district organization and operations.

Part III: Major Duties and Responsibilities (depending on specific assignment):

1. Works closely and collaboratively with district personnel in the delivery, management and distribution of district text and electronic-based curriculum materials.
2. Demonstrates a clear understanding and working knowledge basic database applications and project management.
3. Organizes and communicates processes to key district stakeholders (ie; couriers, building administrators, media assistants) in a thoughtful and inclusive manner.

4. Knowledge, skills, and disposition to problem solve unique issues that surface with different curriculum materials. Perform other duties as assigned by building administrator and/or designee.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Two (2) years of experience that demonstrates essential knowledge of technology systems, particularly library and textbook management database systems. All or part of the experience requirement may be met through the substitution of appropriate and related post-high school education on a year for year basis or proportion thereof.
- Possess knowledge of basic office equipment and technology and advanced office application (spreadsheet, desktop publishing, document creation) skills in order to manage content management systems and technology.
- Ability to work effectively in an environment with frequent interruptions requiring the ability to concentrate and consistently produce accurate work while responding to interruptions and changing priorities.
- Ability to interact with students, parents, staff, and community members, personally and through electronic communications, in a collaborative, warm and confident manner.
- Initiative and ability to work independently with minimal direction. Sound judgment and decision making capabilities are essential.
- Must possess and exercise strong organizational, prioritization, and administrative skills.
- Ability to maintain confidentiality of all school and personnel matters. Abide by district rules, regulations and practices regarding copyright law.

Part V: Desired Qualifications:

- Associate's degree or equivalent.
- Bookkeeping/Accounting knowledge.
- Bilingual and bicultural skills.
- Knowledge of library and media center procedures and processes.
- Knowledge of library systems (e.g., Follett)

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, talk, move about, hear and speak.
- The employee must occasionally lift and/or move up to 50 pounds.
- Move, arrange, and transfer textbooks, building pallets, handcarts, or personally carrying items.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties. The noise level in the work environment is usually moderate but can be loud on occasion.