

Birmingham Community Charter High School Instructional Materials Clerk

Title: Instructional Materials Clerk
FLSA Status: Non-Exempt
Reports to: Site Administrator
Supervises: N/A

DEFINITION:

Under the direction of the Site Administrator, maintains textbook and teaching materials inventory; requisitions textbooks and materials; issues textbooks to students and teachers and documents textbook returns; tracks textbook budget and usage by department; and performs other related work as necessary.

ESSENTIAL FUNCTIONS:

- Ensure every student receive designated textbooks and other assigned printed materials
- Review instructional material orders from administrators and faculty to confirm availability, price, delivery dates, and other pertinent information
- Deliver textbooks and student textbook cards at the beginning of the term and receive returned textbooks at the end of the term
- Maintain records of overdue, lost and damaged books and materials; keep student textbook accounts payable records; follow-up to ensure payment.
- Input purchase orders and maintain appropriate records of receipts and vendor invoices; processes materials for distribution to faculty and students.
- Count and records book and material inventories when school is out of session
- Organize and provide accessible storage for textbooks and related materials
- Maintain textbooks by removing graffiti, renumbering documents, and adding student name sheets as needed
- Maintain operational records by transferring data, calculating totals and subtotals, and compiling summaries
- Shelve books and keep shelves in order
- Take periodic inventory of instructional material
- Receive orders for textbooks and audio-visual equipment from administrators/teachers
- Processe textbooks by stamping, bar coding, pricing, shelving and adding items to inventory database
- Perform related duties as assigned

KNOWLEDGE OF:

- Inventory accounting and ordering procedures for textbooks and instructional materials
- Barcode scanning scanning and data entry
- Requisition and purchasing practices and procedures
- Safety practices and procedures, for example lifting, carrying, pushing, pulling heavy objects
- Customer service principles and techniques
- Office filing and record keeping techniques
- Basic arithmetic
- Copyright laws

- Oral and written communication skills

ABILITY TO:

- Count and record books and materials under inventory
- Maintain and restore physical condition of textbooks
- Interact positively with students to reinforce their use, proper care and timely return of books and materials issued to them
- Operate a personal computer to utilize word processing, inventory database and spreadsheet applications
- Operate a calculator, assigned computer, barcoding equipment
- Understand and follow specifications and instructions
- Schedule, organize, and complete work in accordance with deadlines
- Receive, count, inventory, issue, deliver, lift, carry, pack, unbox, and maintain supplies of textbooks and other instructional materials and devices
- Communicate effectively with school staff, faculty, students, publishers and vendors
- Demonstrate flexibility and respond to changing requirements and job assignments
- Work cooperatively with others including students, faculty, staff, parents, and vendors
- Lift, carry, push, pull, items weighing 50 pounds (e.g. boxes of books) and push/pull maneuver safely a hand truck loaded with several boxes of books
- Adhere to safety practices and procedures
- Work independently

EDUCATION:

Graduation from high school or evidence of equivalent educational proficiency.

EXPERIENCE:

One (1) year of clerical experience, preferably within a library/textbook environment.

SPECIAL:

- A valid California Driver License and use of an automobile may be required

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment
- Lift, carry, push, pull, bend, twist, stoop, kneel, and walk
- Perform light physical exertion
- Lift and carry 50 pounds
- Reach in all directions
- Stand, sit and walk for extended periods of time
- Work at a desk, conference table or in meetings of various configurations
- Read, interpret, and apply rules, regulations, policies and procedures

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date