

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: INSTRUCTIONAL MATERIALS ASSISTANT

BASIC FUNCTION:

Under supervision of the Executive Director, Teaching and Learning or designee, assist Instructional Media Technician in the acquisition, distribution and collection of library books, resource materials, textbooks and utilizing computerized system. Work in the textbook room and warehouse to receive and check-in new and circulated materials. Unpack, sort, organize and help distribute instructional materials.

ESSENTIAL DUTIES:

Contact school sites to obtain additional textbooks as needed.

Using a computerized system, maintain records of instructional material as well as records of their usage by students and staff.

Distribute and collect instructional materials.

Utilizing a computerized system, check-in and check-out materials.

Plan, organize and prioritize own work despite many interruptions.

Assist Instructional Materials Technician in receiving; check and maintain inventory of instructional materials, organize materials; conduct periodic physical inventory.

Assist in filling requisitions; packing these supplies for delivery.

Maintain professionalism in the workplace and support and collaborate with team members.

Establish and maintain cooperative and effective working relationships with others.

Issue materials upon request of students and staff.

OTHER REPRESENTATIVE DUTIES:

Maintain and repair textbooks, library books and other library materials as needed.

Participate in available in-service training programs and job-alike meetings as necessary or required.

Perform other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to, receives direction from, and is evaluated by Executive Director of Teaching and Learning. Works collaboratively with and receives direction from Instructional Materials Technician.

Internal Contacts: Moderate contact with District library personnel and other school library/media center personnel and other District personnel.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Computerized library circulation systems.

Standard library terminology, policies and procedures.

Various computer software programs including those commonly found in libraries/school database systems.

Filing and record keeping techniques.

Basic subjects taught in elementary and middle schools.

Safe practices for warehouse.

Reading and writing communication skills.

Oral and written communication skills.

Skills in interpersonal relations; using tact, patience and courtesy.

Standard American English usage, grammar, spelling, and punctuation.

Office methods and procedures.

ABILITY TO:

Maintain complex files and records.

Circulate instructional materials according to established procedures.

Operate a variety of office machines, including computer, copier and calculator.

Establish and maintain effective working relationships with others.

Operate a variety of software programs, including a computerized circulation system.

Communicate effectively both orally and in writing.

Make arithmetic calculations quickly and accurately.

Process incoming instructional materials.

Understand and follow oral and written directions.

Be responsible for daily instructional materials operations.

Work with Instructional Materials Technician in making materials maintenance decisions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school plus college-level courses preferred; and/or one year of experience in a library assistant position; and/or warehouse experience.

PHYSICAL DEMANDS:

While performing duties of this job, the employee is regularly required to sit; repetitively use fingers on both hands simultaneously, reach with hands and arms; talk and communicate clearly and is able to understand normal voice conversation. The employee is frequently required to stand, walk, stoop, kneel, crouch and climb or balance. The employee must frequently and safely lift, carry and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus to see small details in an office environment.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Drivers License, and a reliable, insured motor vehicle for personal transportation.

PREPARED BY:	Classified Personnel Department	DATE: December 6, 2016
APPROVED BY:	Personnel Commission	DATE: December 13, 2016
APPROVED BY:	Board of Trustees	DATE: