WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: TEXTBOOK/INSTRUCTIONAL MATERIALS TECHNICIAN

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Educational Services or designee, performs a variety of clerical functions in the receipt, processing and distribution of textbooks and related instructional materials.

ESSENTIAL DUTIES:

Processes all orders for purchase of textbooks and related instructional materials; maintains copies of purchase orders and projected cost records.

Orders, receives, processes and assigns teacher editions of textbooks and other instructional materials; collects the materials from teachers who leave the District or reassigned to other positions, and checks for completeness and usability before distributing to other teachers.

Contacts and/or corresponds with vendors and publishing company representatives.

Orders, receives, inspects, processes and distributes all incoming books, instructional materials and supplies; checks invoices for accuracy; forwards purchase orders and invoices to Accounting for purposes of payment.

Maintains and monitors state textbook instructional materials.

Using a computer work station to maintain up-to-date records and accounts.

Prepares and maintains computer record of school and/or district inventory and other records related to textbooks, library books and instructional materials, including such information as date of receipt, receiving school site or location, projected period of usefulness or projected discard date, and actual date of discard or replacement; provides schools and others with reports as needed or requested.

Assists teachers, principals and others in locating and obtaining desired books and instructional materials.

Maintains work area/room in a clean, neat and orderly condition.

Operates a variety of office and other equipment, including a computer work station, typewriter, calculator, and copier.

OTHER REPRESENTATIVE DUTIES:

Responds to phone calls, and provides information and assistance.

Contacts book vendors and publishing company representatives to set up presentations for new book/material adoptions; requests samples for District preview and schedules review sessions of parents to staff; arranges displays. Assists in the selection and display of books and materials for exhibit, as required or directed.

Arranges for textbook or material presentation meetings for new adoptions, assures that appropriate equipment and materials are available, and greets vendors, publisher representatives and others.

Sets up meetings for publishing company representatives to inservice teachers on the use of new textbooks and materials.

May be required or directed to maintain textbooks, and instructional materials for schools and the District.

Provides assistance in the District Library as needed.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision:	Reports to, receives direction from, and is evaluated by the Assistant Superintendent, Educational Services or designee.
Internal Contacts:	Regular contact with teachers, school library/media assistants, library clerk, library/instructional media technician, school principals and other administrative personnel, parents, volunteers, as well as business, warehouse and other district staff members.
External Contacts:	Frequent contact with textbook vendors and publishing company representatives; some contact with the general public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

Filing systems and standard record-keeping methods.

Modern office practices, procedures and equipment, including the operation of a computer work station and other office equipment, including a typewriter, calculator, and copier.

Correct standard American English usage, grammar, spelling, punctuation, and vocabulary.

Terms and abbreviations used in the shipment and receipt of merchandise.

Basic arithmetic, including addition, subtraction, multiplication and division of both whole numbers and fractions, and use of percentages.

Oral and written communication techniques.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Order, receive, process and distribute textbooks and other materials in accordance with approved or established procedures, including on-line computerized access systems.

Operate a variety of office machines, including a computer work station, calculator, copier, and a typewriter and to type an acceptable rate of speed with accuracy from clear copy.

Maintain records and prepare reports.

Compose appropriate correspondence independently.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with others.

Lift objects weighing up to 50 pounds.

Make arithmetic calculations quickly and accurately.

File alphabetically and numerically with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, plus two years of professional work-related experience in clerical, library, media center, and/or warehouse work.

LICENSES AND OTHER REQUIREMENTS:

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

PHYSICAL DEMANDS:

While performing the duties of this job, an employee is regularly required to use hands to finger, handle or feel, and reach with hands and arms. An employee is frequently required to sit, talk and hear. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, and/or crouch. The employee must frequently lift and/or move objects weighing up to 10 pounds and occasionally lift and/or move objects weighing up to 50 pounds without assistance. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to focus.

WORK ENVIRONMENT:

Office environment; subject to occasional driving of a motor vehicle in the conduct of the work performed. The noise level in the work environment is usually moderate.

PREPARED BY:	Classified Personnel Department	Date:	10/97
APPROVED BY:	Board of Trustees	Date:	6/85
APPROVED BY:	Personnel Commission	Date:	4/85
REVISED BY:	Personnel Commission	Date:	4/00