

CURRICULUM MATERIALS ASSISTANT

Position Title: Instructional - Non School Based

Location: Various Locations

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 materials. The Curriculum Materials Assistant maintains databases (e.g. Follett's Destiny/Resource Manager) to support curriculum materials and provides a 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. Project manages materials distribution. Advises department or school administrators on distribution and inventory concerns related to upcoming projects or large-scale deployments.
2. Coordinates with district personnel in the management, delivery, and distribution of district materials.
3. Demonstrates a clear understanding and working knowledge of basic database applications.

4. Plans, organizes, prioritizes the organization of materials stock and discarded district items. Manages the schedule for temporary or other personnel who support the processing and preparation of large materials deliveries/deployments.
5. Provides oversight and direction to temporary or other personnel who are processing and preparing materials deliveries/deployments.
6. Creates and/or refines new systems as needed for efficiency and effectiveness, and communicates processes to key district partners (e.g. couriers, building/department administrators, building techs, media techs) in a thoughtful and inclusive manner (e.g. through email, phone calls, and/or documents created using Google Suite tools, such as forms, sheets, docs, etc.).
7. Maintains and monitors accurate inventory on hand for materials (e.g. curriculum, books, chromebooks, monitors, displays, etc.) and has knowledge, skills, and disposition to problem-solve unique issues that surface with different materials. This includes tracking and recording shipment data, damages, and/or discrepancies.
8. Coordinates asset management identification and tagging, data entry, recording, and reporting on all new and existing inventories.
9. Physically prepare received inventory for schools, buildings, and coordinating/overseeing larger scale preparation of materials with teams (e.g. instructional coaches, TIS staff, building techs, media techs, etc.) and coordinate the deployment to district sites.
10. Coordinates disposal (i.e. re-use, recycling, re-sell, etc.) of no longer used equipment.
11. Coordinates or supports others in coordinating dock time for large deliveries and scheduling couriers to ensure that materials arrive in schools and district buildings in a timely and efficient manner minimizing disruptions.
12. Coordinates the organization and storage of materials to ensure efficient access and distribution as informed by the school calendar and district needs.
13. Coordinates materials for all teacher/classroom moves to ensure that teachers in a new assignment and/or new to North Clackamas (and their students) have all of the required materials.
14. With the other district leads (Warehouse Distribution Center Lead, System Support Analyst, or district administrators), directs personnel who may be working in the warehouse preparing materials, technology, and supplies for delivery.
15. Prepares, reviews, and processes legible and accurate forms and records.
16. Maintains storage areas in a neat, clean, orderly, and safe manner.
17. Operates pallet jack and/or forklift to store and retrieve pallets of materials.
18. Maintains confidentiality of all school and personnel matters. Abides by district rules, regulations, and practices regarding copyright law.

Performs 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 job-related inventory experience that demonstrates ability to work independently with a minimum of supervision and to function in a dynamic, fast-paced, continually changing environment and priorities with frequent interruptions; recency and substance of work experience will be considered in determining applicant qualifications. Also, 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.
- Working knowledge and demonstrated experience of ability to work fluently with spreadsheets, databases and cloud-based applications (e.g. Google Apps and inventory management systems, particularly library and textbook management database systems).
- Ability to operate office machines/equipment to include computer, multi-functional printer, barcode scanner, pallet jack and forklift
- Experience which demonstrates excellent customer service abilities, interpersonal skills, team player attitude, and the ability to manage challenging situations in a calm and professional manner.
- Ability to work both independently and cooperatively and to provide effective leadership and team building with others by establishing and maintaining effective relations with staff.
- Ability to interact professionally with the public, business, and district staff in speaking and in writing (e.g. electronic communication).
- Experience which demonstrates a high level of attention to, and management of, detailed information.
- Ability to interpret written/oral directives and to apply district rules, regulations, procedures, and policies.
- Experience which demonstrates excellent problem solving, analytical, and conflict resolution skills and the ability to think quickly.
- Experience which demonstrates strong organizational skills, the ability to meet deadlines and set priorities.
- Ability to maintain confidentiality of all school and personnel matters. Abide by district rules, regulations, and practices regarding copyright law.
- Knowledge of:

1. Educational materials, supplies, and equipment.
2. Proper physical lifting techniques and use of warehouse equipment
3. Use and terminology of requisitions, purchase orders, invoices, and other warehouse documentation, and ability to perform mathematical computations.

Part V: Desired Qualifications:

- Bilingual and bicultural skills
- Associate's degree or equivalent
- Bookkeeping/Accounting Knowledge
- 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.
- Employee may be required to perform extensive work at a computer terminal.
- The employee must lift and/or move up to 50 pounds and 70 pounds or more using appropriate equipment (e.g. pallet jack).
- Move, arrange, and transfer textbooks, building pallets, handcarts, pallet jack, 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.