



Job Description
Revised/Updated: October 2023

Job Title: **Instructional Materials Processor**
 Job Family: **Information Technology Support**
 Pay Program: **Classified**
 Typical Work Year: **12 months**

Job Code: **090909**
 FLSA Status: **Non-Exempt**
 Shift Differential: **No**
 Pay Range: **G 8**

SUMMARY: Coordinate processing and the distribution of district textbooks, library books, equipment, including but not limited to, technology equipment, and various other instructional materials. Input and update information into instructional materials management systems. Catalog, process, distribute and/or refurbish instructional materials for the district. Work with various stakeholders within the district on instructional material adoptions and purchases. Manage disposal of obsolete instructional materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Frequency and percentage of time may vary by position.*

Job Tasks Descriptions	Frequency	% of Time
1. Receive and prepare instructional material orders for cataloging and inventory. Process and/or refurbish instructional materials for schools by cataloging, stamping, labeling, bar-coding, replenishing consumable items, and/or entering information into appropriate system. Reconcile packing slip with order by authenticating accuracy and completeness of order and communicate with Purchasing to resolve any order discrepancies.	D	25%
2. Communicate and collaborate with Purchasing, Learning Services, Student Support Services, IT, school staff, book buyer, warehouse, outside buyers, and Library Services in the purchase of new materials, including newly adopted materials. Communicate with stakeholders to aid in maintaining an accurate instructional material inventory. Communicate frequently with several different stakeholders, to coordinate the distribution of various instructional materials. Coordinate the transfer of instructional material between schools, maintaining an accurate inventory for each school in the appropriate system. Review and process transfer requests and/or open orders in the instructional materials management system.	D	8%
3. Input and edit item information, bibliographic and holdings information, and enhance vendor record, in the appropriate system. Analyze contents of item to determine access points for database retrieval and physical placement/storage of item. Perform original cataloging as required for print and non-print materials for inclusion in the systems. Maintain data accuracy by resolving any data issues communicated by schools and/or departments.	D	25%
4. Complete various administrative functions using a variety of software and systems, including but not limited to, maintaining patron data, original title records, checkout data, and inventory data. Create and distribute various reports at the request of schools and/or departments.	D	5%
5. Organize and track inventory kept for district reuse. Communicate with appropriate department(s) to determine if curriculum should be kept or discard. Manage disposal, recycling and resale of obsolete instructional materials. Remove instructional materials from appropriate system.	M	25%
6. Collaborate with school staff and conduct site visits to prepare, organize, and process book rooms. Work with schools and outside vendor to repair and/or rebind instructional materials as necessary.	M	5%
7. Train and support school staff in the use of management and online ordering systems. Train school staff on the operational maintenance of book rooms. Train, monitor, and direct the work of subs.	M	5%
8. Perform other job-related duties as assigned	Ongoing	2%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Must be a minimum of 18 years old
- Minimum of one year experience in instructional materials data processing and/or inventory management.
- Specialized training or experience with instructional materials database system(s) preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

Instructional Materials Processor

- Criminal background check required for hire.
- Ability to frequently travel among district facilities.
- Ability to successfully complete a pre-hire, post-offer physical examination.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Interpersonal relations skills
- Critical thinking and problem solving skills.
- Ability to learn and use various types of systems and software.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Knowledge of monograph and audiovisual materials, automated library catalogs/online bibliographic utilities and related cataloging issues preferred at hire.
- Computer database management and data entry skills
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel and Google docs/sheets.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of library and textbook management systems preferred at hire; required within 3 months after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Manager, Instructional Materials Center	3008

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Report on charges incurred by District charter schools for contract cataloging
- Train, monitor and direct the work of subs

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands and fingers to handle and/or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk			X	
Hear			X	
Taste	X			
Smell	X			
WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3

Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate			X	
Copy			X	
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	