

PROFESSIONAL DEVELOPMENT CENTER SPECIALIST

DEFINITION

Under general supervision, to perform a variety of specialized and technical functions relating to the acquisition, technical processing, circulation, and distribution of all instructional materials including, but not limited to, library resource materials, textbooks, media, realia, and computer related duties; assist in coordinating District's State textbook program and the District's professional development program; perform a variety of responsible clerical functions relating to the acquisition, processing, storing, and distribution of instructional materials and equipment; perform a variety of responsible clerical functions relating to professional development, various meetings, and community programs; and do other related work as required.

ESSENTIAL FUNCTIONS

Directs and carries out technical processing of instructional materials; compiles and maintains requisition and purchase order files for all instructional materials and textbooks; prepares, displays, demonstrates, and constructs (when necessary) instructional and visual materials; records all cost data and posts to purchase orders; reviews catalogues and recommends materials for purchase; maintains a professional library including books, pamphlets, periodicals, videos, California codes, and similar materials; recognizes and investigates related problems; catalogues and files materials; prepares materials upon request by teachers and instructional assistants; orders and maintains materials for district management systems; assists in planning and preparing parent workshops; suggests materials for use in reinforcing certain instruction; conducts inventories of materials; assists in presentation of materials at demonstration workshops for teachers and instructional assistants; seeks instructional resources; operates audio-visual and other instructional equipment; types forms; maintains the electronic check-out and management system; attends inservice training as appropriate; makes use of e-mail and software programs to monitor and coordinate clerical support functions for professional development programs.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods, techniques, and computerized procedures utilized in the processing, circulation, classifying, and distribution of instructional materials, equipment, and communications with teachers, staff, and administrators;

Policies, rules, and regulations pertaining to the acquisition, processing, circulation, and distribution of textbooks and instructional materials and media;

Library terminology, technology, and standard library practices, including a working knowledge of library classification systems and computer technology;

Materials, supplies, equipment, and terminology commonly used in an instructional materials center;

Standard office machines, computers, and equipment;

Various word processing and database software programs;

English usage, spelling, grammar, punctuation, and math concepts;

Art ideas, design, layout, lettering, and illustration methods, techniques, and procedures;

Display of instructional materials and textbooks;

Automated library management systems;

Ability to:

Perform responsible library media center clerical functions, including computerized circulation and cataloging functions, with speed and accuracy;  
Assist others in bibliographic, reference, and research projects;  
Understand and maintain specialized data, record management, storage and retrieval system including computerized processing;  
Assist in the acquisition, processing, storage, and distribution of instructional materials and equipment;  
Lift and transport boxes and cartons of instructional materials;  
Maintain a variety of records and resource files;  
Communicate effectively in oral and written form;  
Understand and carry out oral and written directions;  
Act as a resource, provide information, and set up displays of materials for staff;  
Work on a flexible schedule to meet the needs of the teaching staff;  
Establish and maintain an effective working relationship with those contacted during the course of work;  
Relate effectively with racially and ethnically diverse staff, students, and community.

Skills:

Type at a rate of 40 words per minute from clear, legible copy; utilize word processing, spreadsheet, and brochure computer programs.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, including coursework or training in office procedures, instructional technology, library, and textbook circulation, and/or closely related fields.

Experience:

Two years of responsible and specialized clerical experience.

REQUIRED LICENSES AND/OR CERTIFICATES

If required to operate a vehicle in the course or work, operator must possess a valid and appropriate California driver's license; have an acceptable driving record; qualify for insurability by the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Pushing and/or pulling objects weighing up to 100 pounds and lifting up to 50 pounds; physical dexterity in limbs and digits necessary to perform duties; ability to bend, stoop, grasp, and reach.

Pre-placement Physical: Class I