

CLASSIFIED JOB DESCRIPTION

**INSTRUCTIONAL SERVICES TEXTBOOK/LIBRARY MEDIA
TECHNICIAN**

JOB SUMMARY:

Under the general supervision of the Executive Director of Curriculum and Instruction independently performs a variety of duties including ordering, distributing, and inventorying textbooks Districtwide; works with schools to adjust textbook inventory based on increased or decreased enrollment; and assists personnel in Instructional Technology and Media Services with related work. Accepts and inventories shipments of materials from vendors; works with warehouse personal to unpack and deliver books and materials; and creates pallets of material for shipment to schools.

ESSENTIAL JOB FUNCTIONS:

- Coordinates and maintains Districtwide instructional materials and inventory through the District's textbook ordering system.
- Manages current information of instructional materials, including pricing.
- Monitors pricing for accuracy and makes adjustments in the school District textbook ordering system.
- Packs and transfers materials to schools and vendors.
- Inventories, processes, shelves, and palletizes books and materials.
- Processes requests for instructional materials.
- Orders instructional materials, library books, and general supplies.
- Follows-up with vendors to address issues related to delivery, pricing, and product quality.
- Maintains purchase order files.
- Trains personnel on ordering and processing of instructional materials and inventory.
- Provides assistance to school library staff.
- Assists in the processing of materials for the school library media center and Instructional Technology and Media Services. .
- Coordinates vendor and school site deliveries of both old and new instructional material.
- Assists in the processing of materials for the school media centers and Instructional Technology and Media Services.
- Performs copy catalog.
- Attaches copies to Machine Readable Cataloging records and transfers records to school databases.
- Maintains the Union Catalogue and oversees the continuity of information/data transferred from sites and Instructional Technology and Media Services.
- Receives, enters, and transfers records of all new materials for school library media centers.
- Provides assistance to school library staff.
- Processes the receipt of materials from publishers and vendors.
- Processes the delivery and pick-up library/media materials.
- Maneuvers pallets using pallet jack for more efficient use of warehouse space.
- Trains new site Library Media Technicians.

- Performs other related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Experience with / knowledge of TIPWeb, Destiny Follett, and Business Plus preferred.
- Knowledge of technology-related equipment; office practices and procedures, including preparation of forms, correspondence, filing, and general office equipment operation including spreadsheets and word processing; and correct English usage.
- Graduation from high school or equivalent, preferably including or supplemented by courses in library or office practices and procedures.

Classified Salary Schedule: Range 31
BOARD APPROVED: 10/20/09
REVISION DATES: 12/13/23