

NATOMAS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION:	Instructional Support Specialist	FLSA:	Non-exempt
DEPARTMENT/SITE:	Office of the Chief Academic Officer	SALARY GRADE:	17
REPORTS TO:	Associate Superintendent or Designee		

OVERALL OBJECTIVE AND SUMMARY

Under the direction of assigned supervisor, the Instructional Support Specialist provides a variety of complex supports focused on ensuring our instructional program meets the needs of students particularly related to textbook, instructional materials and licensing, as well as supports staff professional development, while ensuring that we meet compliance requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans the timeline and work for textbook adoptions which include coordinating staff and educational partner engagement opportunities
- Plans, organizes, trains, and coordinates the textbook (instructional materials) functions of the Warehouse/Textbook Specialist III, which includes:
 - Manages, stores, inventories, and deploys textbooks, including recent and future adoptions, and instructional data with continual management of the instructional resource software system; ensures that duplicative orders are not placed
 - Creates process for textbook or asset discard of outdated inventory, and facilitate the purchase of discarded textbooks or assets by approved outside vendors
 - Utilizes relevant warehousing software, for example: Destiny and Hayes
 - Updates district records to reflect textbook updates and prepares textbook updates for disbursement
 - Attends quarterly Librarian Media Technician meetings and provides support to staff as needed related to record keeping, software use, and textbook updates
 - Assists in statewide audits and sufficiencies, for example The Williams Act
- Develops, implements, and monitors proper inventory control procedures for textbooks and instructional materials
- Processes, prioritizes, schedules, and completes textbook and instructional materials purchase orders; enters data into district system and prepares spreadsheets and reports as needed
- Responds to requests from site administrators to fill textbook and instructional materials needs before and during the school year. This includes working with vendors to receive and process quotes, utilize our purchase order system.
- Acts as a liaison with relevant vendors
- Under the supervision of the respective administrator, plans, organizes and leads professional development and regular meetings for Librarian Media Technicians

- Under the supervision of the respective administrator, plans and organizes Williams Site Visits and Instructional Materials Sufficiency process including distributing and posting of appropriate Notices
- Plans the logistics of the District Wide Professional Development days
- Maintains and distributes the District's Professional Development catalog
- Processes staff timesheets for relevant district Professional Developments, receiving appropriate approval
- Manages data related to all professional developments, providing relevant reports as needed
- Manages questions from staff regarding professional development
- Organizes budget and financial material to monitor expenditures and maintain accurate fiscal records for assigned areas
- Prepares for and attends regularly scheduled meetings with assigned supervisor to ensure fiscal responsibility of assigned areas
- Works closely and cooperatively with assigned supervisor to assure that all required categorical activities are submitted timely and accurately.
- Perform other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Duties and responsibilities of a Warehouse/Textbook Specialist III
- Critical thinking and problem solving skills
- Time management, organizational and prioritization skills
- District and school policies and procedures
- Accounting and bookkeeping skills
- Modern office practices, methods and equipment, including computer equipment.
- Principles and procedures of record keeping
- Office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing
- Facilitating problem-solving processes
- Proper English usage, grammar, spelling, and punctuation to prepare professional correspondence
- Human relations skills to work productively and cooperatively with diverse groups within and outside the District
- Interpersonal skills using tact, patience, and courtesy

Ability to:

- Manage multiple priorities with frequent interruptions
- Diffuse and manage volatile and stressful situations
- Promote and follow District policies, school site and department procedures
- Independently perform all of the duties of the position
- Accurately take and transcribe notes and/or meeting minutes/recollections
- Interpret, explain and apply knowledge of District and site organization, operations, programs, functions, special terminology used in the organization unit, and labor agreements to relieve an administrator of a variety of administrative office details

- Prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases
- Plan, organize and prioritize work in order to meet schedules and timelines
- Communicate using patience and courtesy, and in a manner that reflects positively on the District

PHYSICAL ABILITIES

This position requires:

- Sufficient hand/eye coordination and manual dexterity to keyboard at an appropriate rate
- Sufficient visual acuity to recognize words, letters and numbers
- Sufficient speaking and auditory ability to carry on conversations in person and over the phone
- Normal physical strength and endurance for standing, sitting, bending, or walking

EDUCATION AND EXPERIENCE

Equivalent to graduation from high school plus additional vocational or college courses in business or a related field and four years of general clerical experience requiring frequent public contact preferred. Experience in K-12 education in the areas of fulfillment, inventory control and analysis, order entry, and inventory accounting/identification is preferred.

LICENSES AND CERTIFICATES

- Typing certificate for 45 wpm
- Valid driver's license