



Job Description

Revised/Updated: April 2025

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 10**

SUMMARY: Evaluate, coordinate, process, track, organize, refurbish instructional materials and inventory for the district through the Instructional Materials Center. Process and organize instructional materials by cataloging, labeling, barcoding, and updating inventory systems. Responsible for flow and skills required for stock and problem solving, asset tracking, data management, inventory management, software management, disposing of obsolete instructional materials and assets for the district.

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. Communication, Training and Customer Service - Distribute instructional materials by working with departments. Provide customer service to visitors, departments, and schools, addressing their needs and providing information. Handle phone calls and offer clerical support. Train district staff on technology, online ordering systems, databases, library organization, and book room maintenance. Support schools with instructional materials organization, reporting, maintenance, delivery, and disposal, including site visits. Maintain strong communication skills and collaborate with district stakeholders on projects.	D	25%
2. Instructional Materials Processing - Process and organize instructional materials by cataloging, labeling, barcoding, and updating inventory systems. Verify orders against packing slips and coordinate with Purchasing to resolve discrepancies. Enter and update item, bibliographic, and vendor information in the system. Distribution and transfer of instructional materials throughout the District by collaborating with all stakeholders.	D	25%
3. Data Entry, Validation and Analysis - Maintain accurate inventory records and process transfer requests in the District management system. Validate data and update district systems, compile and analyze data, and generate reports as needed. Ensure data accuracy by resolving issues and updating records, while keeping stakeholders informed. Collaborating with stakeholders to collect, analyze and report on data to ensure district policy enforcement. Prepare regular reports and use statistical methods to interpret data and generate actionable insights.	D	20%
4. Technology - Maintain accurate data and track fines and fees for schools. Provide customer support and assist with IT ticket resolution. Investigating student device discrepancies. Analyze data to identify trends, discrepancies, patterns, and areas for improvement in the device program. Work with schools and outside vendors to repair and/or retire devices as necessary.	D	15%
5. Instructional Materials Discards - Process and/or refurbish instructional materials for schools. Assess and analyze item content for proper categorization and storage. Manage district surplus, salvage, recycle and/or discard materials. Maintain an organized warehouse consisting of materials available for transfer within the district and materials staged for auction.	D	10%
6. Perform other job-related duties as assigned	Ongoing	5%
	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:

- 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 engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- 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.
- 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.

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			
	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:	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	