

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Resource Center Clerk

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Experience:

In Record keeping.

Education:

High school diploma or equivalent.

SUMMARY

Under the supervision of the program manager for the Curriculum Materials Center maintains textbook warehouse and fills teacher textbook/workbook request and provides general assistance to the Curriculum Center Staff.

SPECIFIC RESPONSIBILITIES

1. Fills instructional orders for individual teachers from warehouse stocks;
2. Organizes and delivers new classroom materials, including replacement texts, consumable materials and newly-adopted textbooks;
3. Assists with instructional inventories of schools and warehouse, as scheduled;
4. Re-orders duplicated materials to restock educational materials used by the resource center.
5. Performs other related duties as assigned.

SPECIFIC QUALIFICATIONS

Should possess the personal characteristics generally recognized as essential for public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

-Record keeping procedures relating to check-out orders and inventories;

Ability to:

-Follow directions,

-Communicate on oral/written level and

-Demonstrate ability to relate cooperatively with staff members