

INSTRUCTIONAL MATERIALS SPECIALIST

JOB SUMMARY

Under general supervision processes, and organizes instructional materials; coordinates instructional materials distribution and delivers materials and supplies to various sites; maintains inventory of instructional materials at the centralized District warehouse.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from other warehouse classifications such that the Instructional Materials Specialist is primarily responsible for processing specific instructional materials requests and coordinating distributions district-wide at the centralized District warehouse. The Transporter classification works more generally assisting in the efficient operation of the District warehouse with a primary responsibility for delivery and pick up of supplies, materials, books, records, equipment and food. The Stock/Clerk Transporter classification maintains a higher level of responsibility in receiving, organizing, handling, and transporting a wide scope of supplies, materials, records, equipment and food from vendors, warehouses, schools, and other District sites.

SUPERVISION RECEIVED AND EXERCISED

The Director of Purchasing, Warehouse and Transportation or other assigned administrator provides general supervision to the incumbents in this class. The incumbents often work without direct supervision at the centralized District warehouse. The incumbents do not supervise other employees.

EXAMPLES OF DUTIES- Duties may include, but are not limited to, the following:

- Sorts, processes, organizes, and prepares instructional materials for distribution, storage, and discard
- Conducts physical inventory related to instructional materials
- Compiles, assembles, and prepares materials for instructional resource files
- Organizes, files, and maintains records related to instructional materials
- Provides information and responds to district personnel related to instructional materials (e.g. State adoption) and District library procedures
- Confers with Educational Services personnel on information related to the State adopted instructional materials and coordinates to ensure the availability of instructional materials in the District libraries and central warehouse
- Coordinates with District personnel for site delivery and returns
- Drives truck to deliver a variety of materials and supplies to school sites and other locations over previously established routes
- Operates material handling equipment such as forklifts and pallet jacks
- Checks fluid levels on trucks and performs preoperational vehicle safety inspection
- Performs other related duties as assigned

EMPLOYMENT STANDARDS

Education: Graduation from high school or General Education Diploma (GED).

Experience: Two years of paid experience conducting inventory control of instructional materials is required. Experience in the coordination of instructional materials dissemination is desirable.

Knowledge of: physical inventory of instructional materials; record keeping and filing methods and techniques; basic report preparation techniques; applicable laws and regulations related to school instructional materials (e.g., Common Core requirements; Williams legislation, including instructional material review in the areas of math, language arts, science, history); safe driving practices and traffic laws; basic arithmetic; professional telephone techniques and etiquette; correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to: read, understand, apply written information; understand, explain, and apply District library procedures and regulations; stay current on changes in processes and procedures; structure daily routine and priorities to get things done; be self-directed; understand and follow oral and written instructions; follow through on instructions and assignments; obtain and share information; respond to and anticipate the needs of customers; provide excellent service to customers; effectively communicate orally and in writing; establish and maintain cooperative working relationships with others; use basic features and functions of office computer software, such as Microsoft Office; lift, pull, and push heavy instructional materials; use equipment for organizing, storing, and packaging instructional materials; operate various types of mechanical loading and handling equipment; operate District truck and vehicles; maintain insurability to drive a District vehicle.

License: Possession of a valid California Driver's License.

PHYSICAL STANDARDS

The work environment and physical demands of the positions as described below are representative of those that must be met by an incumbent to successfully perform the essential functions of a position in this warehouse category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on specific assignment.

Work Environment: While performing the duties of this class, the incumbent may be in direct contact with other District personnel. The incumbent works in the District warehouse environment, operates mechanical equipment (e.g., pallet jack), and works in a delivery capacity driving a truck or a van to transport materials and supplies between locations. The incumbent may be subject to seasonal heat, cold and adverse weather conditions as they drive vehicles and make deliveries. The incumbent may be exposed to fumes, dust and odors, and may work at heights within the warehouse. The noise level in the warehouse is usually loud.

Physical Demands: The physical demands of this class include driving, walking and standing as well as bending and reaching at, below and above shoulder level. The incumbent will frequently bend at the neck and trunk while performing the duties of this job and may be near moving motorized equipment in the warehouse. Reaching overhead, above the shoulders and horizontally with hands and arms is required. The incumbent is occasionally required to climb ladders to reach instructional materials. Bending at the waist, kneeling or crouching is also required as is lifting, pushing and pulling of moderately heavy objects. The incumbent must regularly lift and/or move up to 50 pounds, and frequently lift and/or move up to 100 pounds with assistance.

Repetitive use of fingers and hands to operate a computer and other office equipment and hearing and speaking ability sufficient to effectively provide information via phone, intercom, emergency radio and personal contact are necessary. Specific vision abilities including close vision, depth perception and the ability to focus are required.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this class perform additional duties and additional duties may be assigned.

| INSTRUCTIONAL MATERIALS SPECIALIST Personnel Action | Personnel Action Date |
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| Adopted by the Personnel Commission: | January 27, 2014 |
| Revision approved by the Personnel Commission: | March 23, 2021 |