

Dry Creek Joint Elementary School District
Job Description
POSITION TITLE: INSTRUCTIONAL MATERIALS TECHNICIAN

Classification:	Classified	Work Year:	195 Days
Department:	Educational Services	Board Approval:	11/19/2015
Reports To:	Assistant Superintendent of Educational Services	Work Year Revision:	07/01/2013
		Format Revision:	10/27/2015

Salary Range: Classified Salary Schedule, Range 19

BASIC FUNCTION:

- To coordinate, purchase, process, and inventory instructional materials including but not limited to textbooks, workbooks, kits, teacher materials, technology components.
- To establish and maintain inventory using the district textbook management system, accurate records, and necessary reports relating to instructional materials.

REPRESENTATIVE DUTIES:

- Count, assemble, check out, label, package, distribute, and refurbish when necessary, instructional materials.
- Maintain accurate inventory of instructional materials in the district textbook management system and location of missing and/or unreturned instructional materials. Initiate and distribute notices to teachers/administration for missing or incomplete materials.
- Order supplies, materials, units, text, and equipment based upon current/anticipated inventory needs. Submit requisitions for approval to supervisor. Compile, review, and verify accuracy of purchase orders, invoices, and expenses. Receive, verify, log, and store supplies upon arrival. Process paperwork and correspond with appropriate personnel about accuracy when necessary.
- Deliver or Send additional materials to teachers/classrooms, as needed for increased student enrollment. Gather and deliver materials for District training as requested.
- Submit necessary paperwork to school sites for annual increase/decrease in enrollment/classrooms/teachers.
- Perform functions as the district administrator for the textbook management system, including such duties as setting up all newly adopted instructional materials, removing obsolete materials, and troubleshooting for all district Library Media Technicians. Communicate with technology regarding updates and available enhancements.
- Assist Educational Services with the curriculum pilot process. Acquire, distribute/rotate pilot materials. Estimate, purchase, and process newly adopted instructional materials.
- Set up as necessary, and maintain record and filing systems.
- Set up and maintain forms. Process, review, and verify forms, reports, records and other material for accuracy and completeness.
- Establish and coordinate delivery and return schedules of curriculum with respective departments/sites.
- Collect, compose, and type data, correspondence, memos, lists, forms and reports independently.
- Assist teachers and administrators with questions, minor problems, and deliveries regarding instructional materials and supplies.
- Coordinate, instruct, and oversee other employees or volunteers with work assignments as needed.
- Coordinate and monitor time lines for ordering, shipping, and receiving of materials to ensure on time delivery of instructional materials to appropriate school sites.
- Attend meetings or training as necessary.
- Pick up, Send, receive, and sort mail as necessary.
- Deliver or pick up Science units at sites, as needed.
- Perform all daily responsibilities independently.
- Develop estimated expenditures for use in the instructional materials budgets.
- Contact vendors and manufacturers as needed.
- Design and suggest improvements at warehouse facility to maximize available space.
- Price, purchase, and pick up supplies from local vendors as needed.
- Assist the Educational Services Department with mandated testing, ordering, receiving, and distribution of additional materials.
- Maintain cleanliness of office and warehouse area.
- Clean or replace various curriculum components in an appropriate environment.
- Use of hand tools necessary for minor repairs of components.
- Perform other duties similar to the above in scope and function as required.

EDUCATION AND EXPERIENCE:

- High school diploma

LICENSES AND OTHER REQUIREMENTS:

- Organizational skills
- Possession of a valid California Driver's License

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Proper English usage, grammar, punctuation, vocabulary and spelling.
- Mathematical skills to prepare a variety of reports and inventory control.
- Proper warehousing and storage methods.
- Safety precautions and standards associated with warehousing operations.
- Modern office methods, techniques, and procedures including filing systems, business correspondence writing, record keeping, and telephone techniques.
- A variety of computer software programs including word processing, statistical, inventory management and distribution, and order processing.

ABILITY TO:

- Perform daily job requirements independently.
- Analyze situations and take appropriate independent action regarding routine matters.
- Prioritize activities to maximum effectiveness and handle special requests in a timely manner.
- Operate standard office machines/equipment including computer, printer, copier, fax, typewriter, and laminator.
- Communicate effectively in both oral and written form.
- Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner.
- Obtain forklift operators certificate.
- Use and operate safely a variety of tools, and other equipment to complete required duties.
- Perform duties accurately.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform mathematical calculations accurately.
- Research and gather information from a variety of sources.
- Work in addition to regular office hours as necessary and as assigned.

WORKING CONDITIONS:**ENVIRONMENT:**

- Work is normally performed in an office/warehouse location, both inside and outside in various types of weather; with exposure to temperature extremes, fumes, controlled and hazardous substances.
- Occasional travel to various district sites and local vendors; regular contact with staff and general public.

PHYSICAL ABILITIES:

- Lift, move, push, pull and carry objects weighing up to 50 pounds without assistance and 100 pounds with assistance.