Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Instructional Materials Specialist**

Qualifications:

Credentials: **None**

Education: High school diploma

Training or Experience Required: 4-5 years of secretarial and/or clerical experience in an educational environment. Minimum of 1 year with computer experience using word processing, databases, and spreadsheets. Minimum of 1 year working in a school system is preferred.

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Communicates on the phone in clear, grammatically correct English. In addition to above, composes correspondence, provides complex instructions, or provides complex letters or reports.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine to complex written or printed materials such as charts, contracts, application forms, or instruction material.

Business Machines (like computers, copiers, etc.): Operates business machines requiring formal, specialized training such as personal computer software with sophisticated retrieval, storage, and merging capabilities.

Operational Software: Utilizes operational software that can be learned from manuals, video instructions, or verbal instructions. Software programs may include, but are not limited to, student information systems, curriculum and vendor programs, employee assistance systems, substitute teacher programs, transportation programs, operations and maintenance programs, Oklahoma State Department of Education grant application software, financial programs, and others that support the general operation of the department.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Spelling Skills: Incumbent needs to spell correctly and proofreads work of others concerning spelling and grammatical structure.

Typing Skills: Proficient skills in typing/word processing

Site: **Administrative Service Center**
Reports To: **Superintendent's Designee(s)**

Job Goal (Purpose of Position): Performs skilled-level secretarial duties under minimal supervision to assist in the efficient functioning of the office and to assist administrators as assigned. An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures.

Contact with Others: An incumbent in this position has regular contact with other district employees as well as persons outside the district, which requires tact and diplomacy and independent judgment such as problem solving and interpreting policies and procedures based on experience. This incumbent will also have regular contact by phone and must be able to answer information requests and provide assistance as needed.

Other Performance Measures: Successful performance of the job requires good customer service/people skills, managing financial resources, managing information, planning, organizing, leadership, teamwork, and providing information as requested. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, the incumbent must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions:

1. Performs clerical support functions for one or several administrators using word processing, database and spreadsheets software. Takes and transcribes dictation of various types, including correspondence, reports, notices, and recommendations. Prepares routine correspondence as assigned.

2. Receives, directs and may perform simple interviews with visitors; handles/screens telephone calls, and provides assistance or technical information concerning policies, procedures, and other details. Takes and delivers messages. May assist in opening and distributing mail.

3. Organizes and maintains various files including confidential and tickler files. Performs photocopying as required.

4. Schedules meetings and makes sure all information and arrangements are taken care of. Prepares agendas and summary minutes for various committees, task forces, etc. May be

required to make travel arrangements. Monitors and maintains a neat and organized office.

5. Orders and maintains supplies as needed. Performs any bookkeeping tasks as assigned.

6. Must be able to adjust priorities of administrator(s) in performing clerical assignments and assisting them in minor administrative details and assignments.

7. Performs backup to other clerical employees in office during breaks and days off.

8. Must be able to perform tasks with sensitivity, confidentiality and professionalism.

9. Processes grant applications. Maintains grant budgets for Titles II and V. Maintains comprehensive records of activities and processes claims for reimbursement.

10. Compiles district textbook orders, maintains budgets involved with textbooks, keeps comprehensive district textbook inventory, stays current on available inventory programs.

11. Maintains Instructional Technology bond budgets and records.

12. Performs other duties as assigned.

Supervision exercised: An incumbent may supervise Office Assistants.

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included in the essential functions: Must be able to communicate on the radio, on the telephone and in person.

TERMS OF EMPLOYMENT:	251 days per year
SALARY:	Category D
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.