JOB DESCRIPTION

JOB TITLE: Instructional Materials Technician

JOB FAMILY: Instructional Support Services

SALARY RANGE: 32

JOB PURPOSE STATEMENT: Under general supervision, orders, receives, inventories, and distributes textbooks and instructional materials; maintains financial records for textbook allowances; and performs other related tasks in support of the procurement of textbooks and instructional materials. Performs other job related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Positions in this class receive general supervision and are distinguished by the assignment of clerical duties which require a working knowledge of an assigned position function. Incumbents work within a framework of established procedures and are expected to perform a wide variety of typing and more complex clerical duties with only occasional instruction or assistance. The duties listed below are typical for positions in the class collectively but no one position will necessarily include all these duties. The Textbook Technician will be responsible for facilitating the K-12 textbook adoption process by: acquiring sample materials; coordinating publishers' presentations; assisting Administrators on timelines for the establishment of adoption and pilot committees; supporting the pilot teachers; managing the distribution, transfer, and collection of pilot materials; preparing displays and documents required for Board adoption; and arranging for publisher in-services for teachers.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

ESSENTIAL JOB FUNCTIONS:

1. Prepares and administers surveys to appropriate site administrators and/or certificated staff.
2. Generates, reviews, and tracks purchase requests for instructional materials.
3. Generates purchase orders for all textbooks and instructional materials for new schools, K-12 and maintains accurate records.
4. Processes purchase orders and follows up the timely receipt of materials.
5. Coordinates the distribution and processing of instructional materials.
6. Coordinates the collection and disposition of obsolete instructional materials.
7. Maintains records of all textbook purchase orders.
8. Oversees electronic textbook inventory management system for K-12.
9. Explains and interprets facts and policies to other employees and the public about instructional materials and the adoption of instructional materials.
10. Gives authoritative information about instructional materials and the adoption process.
11. Assists in the tracking of the district budget for textbooks.
12. Resolves discrepancies with purchase requests for instructional materials.
13. Coordinates the transfer of textbooks among school sites district wide.
14. Coordinates with warehouse personnel on instructional materials stock K-12.
15. Performs a wide variety of clerical and secretarial work.
16. Performs delegated duties as assigned.

OTHER JOB FUNCTIONS:

Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Participate in district in-service programs.

JOB REQUIREMENTS: QUALIFICATIONS

Knowledge of:

Correct English usage, spelling, grammar, punctuation and math.

Modern office methods, procedures, computer systems and software programs.

Familiarity with District policies and Education Codes pertaining to instructional materials K-12.

State and local adoption procedures as required by California Ed Code and State funding regulations.

Electronic textbook inventory management system.

General principles, techniques and procedures of researching, comparing and purchasing textbooks and instructional materials.

Basic library practices, terminology and procedures relating to textbooks, media and other library materials.

Ability to:

Perform a variety of complex duties involving independent judgment and problem solving skills that require accuracy and timeliness related to specific areas of responsibility.

Perform a variety of complex duties related to the acquisition and circulation of textbooks and instructional materials.

Serve as a liaison between school sites, departments, vendors and publishers concerning instructional materials.

Operate standard office and warehouse equipment.

Make arithmetical calculations.

Perform duties without continuous supervision.

Work efficiently with frequent interruptions.

Compile and maintain accurate and complete records and reports.

Understand and carry out oral and written instructions.

Interpret accurately District policies and Education Code pertaining to instructional materials.

Maintain cooperative, positive, and supportive working relationships with District employees.

Understand and maintain the confidentiality of records.

EDUCATION REQUIRED:

High School Diploma or equivalent.

EXPERIENCE REQUIRED:

Knowledge and training in complex office practices, computer systems and software. Three (3) years of increasingly responsible experience in office clerical work involving responsible account, financial or statistical records maintenance. Previous experience in a school district or a school library are preferred. Possess working knowledge of word processing and spreadsheet software.

PERSONAL QUALITIES:

Maturity and judgment; aptitude for learning complex procedures and policies; strong organizational skills.

SKILLS & QUALIFICATIONS:

Typing/Keyboarding at a rate of 30 words per minute with accuracy.

Computer, software (Word and Excel), Internet usage necessary.