

**Work days/month:** 260 days / 12 months

**Salary:** Range 36 (<https://www.sesd.org/Page/719>)

**BASIC FUNCTION:**

Under the direction of the assigned supervisor, organize and oversee the ordering, receiving, processing and distribution of the District's adopted and non-adopted instructional materials; provide information and assistance to District staff regarding instructional materials; oversee the District's Instructional Materials Center (IMC); maintain a variety of records related to assigned activities.

**Essential Duties & Responsibilities:**

1. Coordinate, prepare, organize and oversee the timely inventory, ordering, receiving, processing, and distribution of the District's adopted, non-adopted and supplemental instructional materials
2. Monitor the need for instructional materials for a variety of assigned instructional programs; order, process and distribute requested and mandated books and materials; maintain related records.
3. Train and support Library Resource Specialists in relevant protocols including how to use software for accurate cataloging of materials.
4. Communicate with vendors regarding status of services, orders and prices; generate and track contracts; monitor expenditures; obtain appropriate approval signatures.
5. Initiate, oversee and maintain financial records; verify packing slips and accuracy of deliveries; contact vendors regarding billing or inventory discrepancies; maintain related records.
6. Maintain instructional materials and equipment catalog files; recycle outdated curriculum materials; coordinate disposal of outdated materials and initiate buy-back money deposit forms; prepare proposal, distribution and performance reports.
7. Obtain accurate student and teacher classroom enrollment counts; estimate instructional material needs by comparing enrollment projection report figures.
8. Facilitate the instructional materials Williams Act Audit and ensure schools are in compliance. Schedule, commute with the Santa Clara Office of Education and the district staff instructions and guidelines. Oversee all schools have instructional materials needed for each student.
9. Coordinate IMC and Learning Resource Center (LRC) staff meetings; compose and distribute meeting agendas; reserve and set up facilities; take, transcribe and distribute minutes to appropriate staff.
10. Oversee and maintain a Professional Library for teachers and administrators; process and catalog materials; compose and mail correspondence to contributors as necessary.
11. Proactively adopt and integrate new technologies to streamline workflows and enhance operational efficiency.
12. Coordinate, track, manage and assign digital licenses to district staff.
13. Input school and class rosters for online curriculum access and other instructional resources.
14. Maintain confidentiality and comply with governmental laws and regulations, as well as District policies and procedures.
15. Perform other related duties as requested by the supervisor.

**KNOWLEDGE OF:**

1. Function, operation and maintenance of an instructional media center.
2. Purchasing policies, practices and terminology.
3. Basic accounting and budgeting principles, including the ability to maintain financial records, prepare statistical reports, and monitor expenditures.
4. Operation of a variety of office and library equipment including a computer.
5. Proper methods of storing equipment, materials and supplies.
6. Strong interpersonal and communication skills to foster positive relationships with students, staff, and community.

#### ABILITY TO:

1. Update skills as new technologies come into use.
2. Maintain the IMC in a safe, clean and orderly condition.
3. Maintain accurate financial and statistical records.
4. Compile and verify data and prepare reports.
5. Complete work effectively despite frequent interruptions.
6. Work independently with little direction.
7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Communicate professionally and clearly both verbally and in writing.
9. Work cooperatively with diverse staff and community.
10. Follow verbal and written instructions with minimal supervision and using good judgment.
11. Organize and prioritize work to meet schedules and timelines within established policies and guidelines.
12. Operate a variety of office equipment, such as a computer, copier, two-way radio, or other equipment and software unique to office activities.

#### EDUCATION AND EXPERIENCE:

1. Possess a high school diploma.
2. One year of clerical library or Instructional Media Center experience preferred.

#### WORKING CONDITIONS:

##### ENVIRONMENT:

1. Office environment.
2. Constant interruptions.

##### PHYSICAL DEMANDS:

1. Visual acuity to read a variety of materials in both print and digital formats.
2. Auditory ability to exchange information.
3. Sitting/standing for extended periods
4. Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
5. Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies.
6. Lifting, carrying, pushing, or pulling moderately heavy objects, up to 25 pounds.

#### TERMS OF EMPLOYMENT:

- Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association.

#### EVALUATION:

- Performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association.

