

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### INSTRUCTIONAL MATERIALS TECHNICIAN

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#### **DEFINITION:**

Under the direction of the Associate Superintendent, Educational Services, perform duties in the distribution and collection of textbooks and library materials for K-12 sites and personnel; participate in the acquisition, processing, circulation and distribution of assigned print and non-print media, supplies and audio-visual equipment; prepare materials for distribution; prepare and maintain records and reports related to assigned activities.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform duties in the distribution and collection of textbooks, library and instructional materials for K-12 sites and personnel; participate in the ordering, preparation and processing of textbooks and materials as assigned; ensure timely distribution of needed textbooks and instructional materials to staff and faculty.
- Pull, pack and prepare site orders for textbooks, workbooks and teacher materials accordingly.
- Prepare and maintain records and reports related to assigned activities including textbook and library book check-in and out records; process and maintain library services financial records including receipt books and monthly report as assigned.
- Input, process and update a variety of data and information in an assigned computer system; ensure accuracy and completeness of input and output data.
- Submit purchases for novels, library books, textbooks, workbooks and teacher materials according to established procedures for K-12, Special Education and ROP programs; process and monitor requisitions from various school sites according to established procedures.
- Assist in performing various inventory duties related to District textbook adoptions and library books for K-12 levels.
- Collect and receive replacement fines in an approved District inventory system according to established procedures; prepare demand letters for lost textbooks and library books according to accordingly.
- Catalog and process library books for assigned grade levels; maintain textbooks in proper repair; assist school site libraries with weeding and inventorying library books as needed.
- Maintain or review inventory of District-adopted textbooks and supplemental books in the approved inventory system.
- Provide training and support to various personnel in the use of the District library and curriculum inventory system; assist with troubleshooting issues in the assigned inventory system.
- Communicate with District personnel, vendors and various outside agencies to exchange information and resolve issues or concerns.
- Operate a variety of standard office equipment and library equipment including a computer and assigned software.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### **Education and Experience:**

- Any combination equivalent to: graduation from high school and three years general clerical or library related experience.

### Licenses and other Requirements

- Typing certificate evidencing an ability to keyboard at a net rate of 35 words per minute.

### **DESIRED QUALIFICATIONS:**

- One year accounting, bookkeeping, clerical, secretarial experience performing basic work tasks.

#### Knowledge of:

- Practices, procedures, terminology and techniques involved in the ordering, receipt, circulation, processing and distribution of textbooks and instructional materials.
- Basic methods of storing equipment, materials and supplies.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Methods of collecting and organizing data and information.
- Modern office practices, procedures and equipment.
- Record-keeping and report preparation techniques.
- General inventory, shipping and receiving practices and procedures.
- Mathematic calculations.
- Operate a variety of standard office and library equipment including a computer and assigned software.

#### Ability to:

- Perform a variety of activities involved in the ordering, receipt, circulation, processing and distribution of various textbooks and instructional materials.
- Receive process and respond to staff and faculty requests for textbooks and materials.
- Learn, interpret, apply and explain applicable policies, procedures, rules and regulations.
- Order textbooks and instructional materials in accordance with instructional needs, faculty requests and established policies and procedures.
- Prepare and maintain various records, reports and files.
- Work independently with little direction.
- Type and input data at an acceptable rate of speed.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Complete work with many interruptions.
- Perform basic math.

### **WORKING CONDITIONS:**

#### Work Environment:

- Indoor environment.
- Constant interruptions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials and enter data.
- Hearing and speaking to exchange information.

- Sitting and standing for extended periods of time.
- Lifting, carrying, pushing and pulling moderately heavy objects as assigned by position.
- Bending at the waist, kneeling or crouching to shelve and retrieve materials.
- Reaching overhead, above the shoulders and horizontally.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved: 9/16/14**

**Unit Approved: 8/19/15**

**Board Approved: 9/8/15**

**FLSA Status: Non Exempt**

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