

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### TEXTBOOK ASSISTANT

---

#### **DEFINITION:**

Under the direction of the Principal or assigned supervisor, perform a variety of clerical duties in the distribution and collection of textbooks at an assigned school site; maintain accurate records and inventories and prepare materials for distribution accordingly.

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

- Perform a variety of clerical duties involved in the circulation, maintenance and distribution of textbooks and assigned instructional materials at an assigned school site; process new books and instructional materials according to established procedures.
- Check out books to new students as needed throughout the school year.
- Prepare and maintain a variety of records and files related to assigned activities including textbook check in and out records; prepare correspondence as assigned.
- Monitor and conduct inventory of textbooks/District textbook adoptions and assigned instructional materials; maintain an appropriate inventory of District adopted textbooks and supplemental books; assist with assuring compliance with William's Act accordingly.
- Collect and receive student replacement fines and submit to appropriate personnel according to established procedures.
- Perform routine maintenance and repairs on textbooks and instructional materials as needed.
- Prepare textbook buy-out requisitions according to established procedures.
- Monitor the work of student aides as assigned; assist with issuing student work contracts according to established procedures.
- Maintain bookroom in a clean and orderly condition.
- Communicate with staff, faculty, students and outside agencies to exchange information and resolve issues or concerns; answer phones and communicate with parents regarding fees and lost books.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

##### 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 or secretarial experience performing basic work tasks.

##### Knowledge of:

- General textbook circulation functions.

- Modern office methods, practices and procedures.
- Basic inventory practices and procedures.
- Record keeping and filing techniques.
- Operation of a variety of related office equipment including a computer and assigned software.
- Textbook and instructional material cataloging and classification.
- Data control procedures and data entry operations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Basic research methods.
- Mathematic calculations.

Ability to:

- Perform a variety of clerical duties involved in the circulation, maintenance and distribution of textbooks and assigned instructional materials.
- Check books in and out of the bookroom.
- Process and shelve textbooks and instructional materials.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and files.
- Operate a variety of office equipment including a computer and assigned software.
- Understand and follow oral and written instructions.
- Meet schedules and time lines.
- Complete work with many interruptions.
- Perform math calculations.

**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.
- Hearing and speaking to exchange information.
- Sitting, standing or walking 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: 5/10/02**

**Unit Approved: 5/10/02**

**Board Approved: 5/28/02**

DRAFT