

JOB DESCRIPTION

TITLE: INSTRUCTIONAL MATERIALS TECHNICIAN

QUALIFICATIONS

Knowledge of

1. General principles, techniques and procedures of researching, comparing and purchasing textbooks and instructional materials.
2. Basic library practices, terminology and procedures relating to textbooks, media and other library materials.
3. Correct English usage, spelling, grammar, punctuation, and math.
4. Modern office methods, procedures, and computer systems and software programs.
5. Familiarity with District policies pertaining to instructional materials K-12.
6. General accounting, methods used in financial and statistical record-keeping.
7. Basic methods, procedures and terminology used in accounting and budget work.
8. Safety rules and regulations for this position.

Ability to

1. Perform a variety of complex duties related to the acquisition and circulation of textbooks and instructional materials.
2. Prepare and distribute orders for textbooks and instructional materials.
3. Serve as a liaison between school sites, departments, vendors and publishers concerning instructional materials.
4. Maintain District wide textbook/instructional materials budget
5. Maintain accurate financial and statistical records and files.
6. Balance district revolving cash fund; prepare bank reconciliations.
7. Prepare accurate financial summaries, projections, reports, and correspondence independently without immediate supervision.
8. Work efficiently with frequent interruptions.
9. Communicate effectively in both oral and written forms.
10. Understand, interpret, and explain a variety of policies, laws, rules, and regulations to others.
11. Operate modern office equipment/machines such as , computer terminal , printer, calculator, copy machine.
12. Type accurately at a rate of fifty (50) words per minute.
13. Receive and give information over the telephone or in person in a courteous manner.
14. Work successfully with diverse groups of people.
15. Maintain a pleasant appearance and demeanor.
16. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
17. Exercise independent judgment and problem-solving skills related to specific areas of responsibility.
18. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Training and Experience

1. Equivalent to the completion of the twelfth (12th) grade, including courses in bookkeeping, accounting, budget and modern office practices.
2. Three (3) years of increasingly responsible experience in office clerical work involving responsible account, financial or statistical records maintenance.
3. Has working knowledge of word processing and spreadsheet software.

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REPORTS TO: Assistant Superintendent for Educational Services or designee

JOB GOAL: To provide specialized and increasingly responsible clerical and accounting functions related to the acquisition and circulation of assigned instructional materials; monitors expenditures, maintains assigned budgets, records and reports, accounts receivable and general clerical duties related to assigned department.

ESSENTIAL FUNCTIONS

1. Process all orders for needed textbooks, library books, support material, subscription orders, instrument repairs and office and library supplies.
2. Processes orders to vendors for gratis workbooks for all sites annually.
3. Process orders for digital licenses for textbook support materials, support agreements and memberships.
4. Manages and maintains the district Instructional Materials budget for all sites.
5. Manages and maintains the district Library Budget for all sites.
6. Manages and maintains Lost /Damaged instructional materials Budget for all sites.
7. Manages and maintains the music budgets that include instrument repair funds, instruments, uniforms, transportation, chair rental, and custodial support for district-wide music events.
8. Works directly with vendors in regards to negotiating best pricing, deliveries, and problems with submitted orders and billing for all assigned instructional materials.
9. Coordinates the sharing of textbooks/instructional materials throughout the district
10. Maintains a stock of extra instructional materials, library book processing materials as needed.
11. Schedules pickup for all sites obsolete instructional materials.
12. Maintains and prepares records and reports related to payroll for employees including time sheets, personnel transactions, attendance reports, etc., and sends to payroll in a timely manner.
13. Maintains financial records and processes documents involved in financial/special reporting transactions such as checking account, mileage reimbursement and cal card usage.
14. Maintains and reconciles assigned checking account.
15. Prepares and Deposits all monies collected for assigned checking account.
16. Receive request from sites for reimbursement, write checks, issue checks and obtain proper signature and routed/sent checks.
17. Create update and process financial records, compute, verify, balance and adjust budget records.
18. Verify, entered and adjust/corrected information into a revolving cash account database.
19. Maintains attendance records for itinerant staff as assigned.
20. Uses and understands complex financial software such as the District Financial System or Student Data System.
21. Operates personal computer to generate lists, update records, monitor expenditures, respond to requests, etc.
22. compiles and prepares materials for Board of Education agendas.
23. Communicates effectively in both oral and written forms.
24. Greets in a courteous manner, ascertains needs, and directs individuals to various departments, meeting, and/or staff.
25. Follows district policies and procedures.

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ESSENTIAL FUNCTIONS (continued)

26. Participates in district in-service trainings as required.
27. Knows and understands the Mission and Core Values of the district.
28. Performs other related duties as assigned.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid State of California Driver's License
3. Some positions in this class may require individuals who can read, write, and/or speak a secondary language.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

TERMS OF EMPLOYMENT: Twelve-month work year, Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement.

The district-level administrator as assigned will give the evaluation.

Board of Education Approved: June 23, 2011