

## Instructional Materials Technician

### Purpose Statement

The job of Instructional Materials Technician is done for the purpose of providing support to the instructional program with specific responsibilities for maintaining the District inventory of instructional materials; performing a variety of administrative functions that relate to receiving, processing, distributing, and inventorying of textbook materials; providing financial oversight; and recommending, training and assisting District personnel in the utilization of the instructional materials software system.

This job reports to Assigned Supervisor

### Essential Functions

- Assists in the development of programs and systems (e.g. book buyback program, instructional materials core list, standards for declaring materials damaged unusable, systems identifying acquisitions, vendors, and purchasing related issues, category system for surplus texts and other instructional materials that are inactively or actively being utilized, etc.) for the purpose of implementing a variety of instructional materials organizational processes.
- Coordinates processes and materials for the purpose of providing an up-to-date reference and ensuring the availability and distribution of materials when required.
- Maintains District inventory of instructional materials for the purpose of ensuring sufficiency of all instructional materials for student and classroom use.
- Manages warehouse processes associated with instructional materials for the purpose of ensuring the availability and viability of District instructional materials.
- Monitors expenditures and funds records for the purpose of maintaining accurate records and budget expenditures.
- Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to inform, train, and execute job functions.
- Performs advanced record keeping for the purpose of providing resource information regarding funding for instructional materials.
- Provides support to District staff for the purpose of conveying information, direction, and resolving issues.
- Provides projected cost estimates for new and replacement instructional materials for the purpose of ensuring sufficient supply availability and accurate budget oversight.
- Responds to a variety of questions related to instructional materials for the purpose of providing information and/or direction as required.
- Reviews all school site requests for the purpose of ensuring accuracy and timely delivery.
- Serves as the District instructional materials resource for the purpose of providing necessary direction and information.

### Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; analyzing data; applying assessment instruments; planning and managing projects; training others; communicating effectively; and utilizing professional, community and technical resources.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: District instructional materials processes; assessment instruments and techniques; accounting processes; inventory processes; mathematical concepts; industry resources; District software technology; instructional processes; codes, laws, regulations; and cost analyses.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing effective working relationships; adapting to changing work priorities; communicating with diverse groups; dealing with frequent interruptions; displaying mechanical aptitude; maintaining confidentiality; meeting deadlines and schedules; organizing tasks; setting priorities; working as part of a team; working with detailed information/data; working with frequent interruptions; assessing issues and solving problems; and organizing and implementing efficient distribution systems.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience:** Job related experience is required.

**Education (Minimum):** High school diploma or equivalent.

**Equivalency:** One year of clerical experience.

### **Required Testing**

None Required

### **Continuing Educ. / Training**

Maintain Certificates and/or Licenses

District Mandated Training

### **Certificates and Licenses**

None Required

### **Clearances**

Criminal Background Clearance

Tuberculosis Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

December 14, 2021

### **Revised Date**

### **Salary Grade**

Range 17