

INSTRUCTIONAL MATERIALS SPECIALIST

DEFINITION

Under the general supervision of the Administrator, performs a variety of highly specialized and technical functions within the Instructional Materials operation; coordinates, leads, and participates in the acquisition, processing, storage, and distribution of print materials, textbooks and non-print instructional materials, including all audio and video formats, online resources and presentation equipment; performs other related work as required.

ESSENTIAL DUTIES

- organizes, coordinates, leads, and participates in the acquisition, processing, storage, and distribution of print and non-print materials
- assists in determining print and non-print instructional materials and equipment needs, and coordinates and participates in the preparation of requisitions and orders
- arranges instructional material, media, and equipment displays for instructional staff review
- receives instructional materials and media and equipment shipments and inspects them for discrepancies, damages, and shortages, and pursues the necessary follow-up tasks
- conducts training and/or support services for library staff on the use of library and textbook management programs
- conducts trainings and provides support services for substitute library staff
- conducts demonstrations and in-service training programs pertaining to the development and creation of instructional materials, and in the use of instructional media and equipment
- organizes, coordinates, leads, and participates in the inspection, maintenance, and minor repairs of instructional materials and equipment, including films, audio and video tapes, and various projection and audio and video equipment
- plans, organizes, and maintains a specialized data management, storage, and retrieval system, which includes classification, cataloging, and inventory and expenditure control processes
- receives, processes, schedules, and distributes instructional material, media and equipment requests
- prepares management reports regarding the utilization of instructional material, media, and equipment, and in assessing the effectiveness of the instructional material and media distribution system
- prepares and maintains a variety of records and reports related to the Teacher Resource Center; submit to appropriate personnel and department as required
- provides technical information to County and State agencies
- performs clerical and library clerical functions, including typing, keyboarding, filing, data abstraction, and a variety of other similar tasks
- prepares information and enters data in an automated library/media collection, catalog and distribution system
- duplicates video and audio materials and duplicates materials received through online resources

QUALIFICATIONS

Knowledge of: Methods, techniques, and procedures utilized in an instructional materials and media, equipment processing and distribution operation; modern office practices and procedures, including the use of micro-computers and terminals; English usage, spelling,

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Knowledge of: – continued

grammar, punctuation, and mathematical concepts; policies, regulations, and operational procedures relative to the acquisition and utilization of instructional materials, media, and equipment; basic library terminology and a working knowledge of the Dewey decimal system.

Ability to: Efficiently and effectively perform highly responsible and technical lead clerical functions; organize and maintain a specialized data and record management, storage, and retrieval system; assist in the acquisition, processing, storage, and distribution of instructional materials and equipment; prepare clear and concise reports; communicate effectively in oral and written form; effectively operate a micro-computer and use appropriate software applications; work effectively and with flexibility in an atmosphere of frequent interruptions and changes in task priority; understand and carry out oral and written directions; establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements listed below are examples of the physical aspects that persons within this position must perform in carrying out essential job functions.

- will frequently exert up to 40 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Five years of highly responsible and specialized library technician experience.

Education: Verification of a High School diploma, a GED certificate or a higher degree and verification of the completion of 48 semester credits of post secondary education, which must include a minimum of 12 semester credits in library technology. A library technology certificate is required.

License Requirement: Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.

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