



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

INSTRUCTIONAL MATERIALS SPECIALIST

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform a variety of highly specialized and technical functions within the Instructional Materials operation; coordinate, lead, and participate in the acquisition, processing, storage, and distribution of print materials, textbooks and non-print instructional materials, online resources and presentation equipment; performs other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Organize, coordinate, lead and participate in the acquisition, processing, storage, and distribution of print and non-print materials.
- Determines print and non-print instructional materials and equipment needs, and coordinate and participate in the preparation of requisitions and orders.
- Contact vendors for instructional materials. Assist with acquiring quotes and sign invoices when materials are received.
- Arrange instructional material, media, and equipment displays for instructional staff review.
- Receive instructional materials and media and equipment shipments and inspect them for discrepancies, damages, and shortages, and pursues the necessary follow-up tasks.
- Conduct training and/or support services for library staff on the use of library and textbook management programs.
- Conduct trainings and provide 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.
- Organize, coordinate, lead and participate in the inspection, maintenance and minor repairs of instructional materials and equipment.
- Plan, organize, and maintain a specialized data management, storage, and retrieval system, which includes classification, cataloging, and inventory and expenditure control processes.
- Receive, process, schedules and distribute instructional material.
- Prepare management reports regarding the utilization of instructional material, and equipment and in assessing the effectiveness of the instructional material.
- Prepare and maintain a variety of records and reports related to the
- Instructional Materials Services; submit to appropriate personnel and department as required.
- Provide technical information to County and State agencies.
- Perform clerical and library clerical functions, including. word processing and assigned software applications.
- Prepare information and enter data in an automated library/ collection, catalog and distribution system. Process and update fines in the library circulations system and assigned student database software.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

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.
- Appropriate English usage, punctuation, spelling, grammar 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.
- Communicate effectively in oral and written form.
- Effectively operate a computer and use appropriate software applications.
- Understand and carry out oral and written directions; establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate or a higher degree. Completion of 48 semester units of post-secondary education which must include a minimum of 12 semester credits in library technology. A library technology certificate is required.

EXPERIENCE:

Five years of highly responsible and specialized library technician experience. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier may be required.

PREFERRED QUALIFICATIONS:

Supplemental training or course work in educational technology, computer instruction, instructional media technology, and subject matter areas applicable to the assignment is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment. Fast Paced Work Environment. Adverse or Seasonal Weather.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification 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 be capable of perceiving 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 a computer keyboard and other 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.

POTENTIAL HAZARDS:

N/A

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