

INSTRUCTIONAL MATERIAL TECHNICIAN

Purpose Statement:

The job of Instructional Material Technician is done for the purpose/s of performing a wide variety of complex and technical work related to computerize inventorying, ordering, cataloging, circulating, distributing and storing text, reference books and audio-visual materials.

Essential Functions

- Assists Library Media Specialist, teachers and administrative personnel (e.g. purchasing up-to-date library and/or reference books, audiovisual materials and program-specific support materials) for the purpose of providing them with the most appropriate selection of books and audio-visual materials to implement their projects and studies outlined for state compliance.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Coordinates various activities for the purpose of maintaining reference materials for use within the district.
- Leads part-time clerical, temporary clerical assistants, etc. for the purpose of guiding and monitoring their activities.
- Maintains a variety of files, records and/or inventories (e.g. textbook inventory, audio visual inventory, etc.) for the purpose of ensuring compliance with established regulations.
- Maintains computerized inventory for the purpose of ensuring the availability of materials as required and/or providing reliable resource information.
- Prepares various reports and documents (e.g. State textbook requisitions, lists of materials, instructional materials catalog, etc.) for the purpose of providing written support and/or conveying information.
- Processes adopted textbook and library book purchases, reference materials/books, etc. (e.g. identifying receiving site, producing required reports, recovering delinquent materials, missing and/or damaged books, etc.) for the purpose of providing students and staff with required materials.
- Repairs books for the purpose of ensuring their usability.
- Researches a variety of topics for the purpose of providing information and making recommendations to teachers, administrators and staff.
- Responds to verbal and written inquiries for the purpose of providing information and/or referral to appropriate resources.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's, 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 required to satisfactorily perform the functions of the job includes: pertinent codes, policies, regulations and/or laws; clerical procedures associated with receiving, storing, circulating and maintaining accurate records of textbooks and other instructional materials; basic library terminology

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operates equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with persons of varied backgrounds; working as part of a team; and working with frequent interruptions.

Responsibility

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

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 25% sitting, 50% walking, and 25% standing. The job is performed under minimal temperature variations.

Experience Job related experience with increasing levels of responsibility is required.

Education High School diploma or equivalent.

Required Testing

Pre-Employment Drug Screening
 Pre-Placement Physical Exam
 Pre-Employment Proficiency Test

Certificates & Licenses

Valid State Driver's License & Evidence of Insurability

Clearances

Criminal Justice/Fingerprint Clearance
 Tuberculosis Clearance

Continuing Ed/Training

None Specified

FLSAStatus

Not Evaluated

Approval Date

8/10/16

Salary Grade

Clsfd 22