INSTUCTIONAL MATERIALS ASSISTANT

Purpose Statement

The job of Instructional Materials Assistant was established for the purpose/s of maintaining instructional materials for school sites; and coordinating the purchase, receipt and distribution of adopted district textbooks, science kits and other instructional materials.

This job reports to Curriculum Director

Essential Functions

- Distributes annual textbooks and science kits and other related instructional materials (e.g. replace lost or damaged workbooks, arranges pickup of kits from schools, label boxes, etc.) for the purpose of providing requested classroom materials to all school site.

- Regular lifting of textbooks, resources, and science kits.

- Inventories equipment and materials (e.g. counts all material in kits, ) for the purpose of documenting losses and/or maintaining availability of materials.

- Maintains manual and electronic documents, files and records (e.g. budget data, requests, shipments, inventory, catalogs, lists, etc.) for the purpose of documenting activities, and providing materials and reliable resource information.

- Maintains science kits (e.g. cleans any dirty materials, replenish used materials, track down missing materials, label new kits, etc.) for the purpose of ensuring the availability for use at school sites and rotating materials as required.

- Maintains vendor materials (e.g. Publishers for Teacher’s edition check for available free materials, etc.) for the purpose of providing teachers and other district personnel with the most up-to-date information.

- Organizes inventory of district textbooks and science kits (e.g. Rebound textbooks, library books, arrange science kits for pickup/delivery, etc.) for the purpose of maintaining instructional materials at warehouse and/or annex.

- Prepares written materials (e.g. assisting budget, takes messages, tracking lost materials spreadsheets, reports, correspondence, e-mail, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

- Processes requests for instructional materials from schools (e.g. prepares purchase orders, supply requisitions, bar code, getting quotes from vendors checking local suppliers, etc.) for the purpose of ensuring availability of textbooks, science kits and other instructional materials for school sites.

- Receives all textbooks and science kit shipments (e.g. completing all paperwork, verifies packing slips, comparing items/qualities, bar-coding textbooks, tracking missing/back order materials, sorts science kits by type, etc.) for the purpose of ensuring that items are received and distributed as requested by school sites.

- Researches information related textbooks, science kits, and other instructional materials (e.g. quotes from vendors, best price for material, etc.) for the purpose of providing data, recommendations and/or addressing a variety of administrative requirements.

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; and preparing and maintaining accurate records.

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: organizing and operating of school instructional materials purchasing and distribution system; codes/laws/rules/regulations/policies; material handling techniques; and safety practices.

ABILITY is required to gather, collate, and/or classify data; and consider a number of factors when using 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 a variety of standardized methods. 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. 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 moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: organizational skills; problem solving; communicating with and coordinating coworkers; working with detailed information/data; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some 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: regular heavy lifting (up to 60 lbs.), carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 25% sitting, 15% walking, and 60% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience

Job related experience is required.

Education

High School diploma or equivalent.

Equivalency

None Specified

Required Testing

None Specified

CERTIFICATES & LICENSES

Valid Driver’s License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt