

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Instructional Materials Clerk	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Instructional Resources and Materials	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	030 OTBS
<b>ISSUED:</b>	March 29, 2011		

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**BASIC FUNCTION:**

Perform a combination of responsible library-clerical duties for the circulating, processing, inspecting, and shipping of print and nonprint instructional materials for school sites.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Receive orders for print and non-print instructional materials by phone, fax, or e-mail; inspect, repair, shelve, pull, barcode, and re-label print and multi-media materials. **E**

Assist teachers in selecting instructional materials for curriculum at every grade level; make decisions and recommendations regarding the processing of instructional materials and placement in the collections. **E**

Assist teachers and district staff in locating and using library materials and equipment, including electronic information retrieval systems. **E**

Evaluate, repair, or withdraw damaged materials. **E**

Train and direct work of temporary library-clerical staff as assigned. **E**

Determine work priorities and adjust workloads according to school schedules and timetables. **E**

Maintain, compile, and prepare operational files and reports including statistical, overdue, and inventory on the use and viability of the collections. **E**

Perform and direct others in periodic inventory of instructional materials, and resolve subsequent conflicts or issues. **E**

Perform related duties as assigned that are reasonably related to the job classification.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

A combination of training, experience, and/or education equivalent to two-years of full time equivalent paid, increasingly responsible office-clerical experience including six months experience in a library or instructional media center. Proficient knowledge of Excel and Word strongly desired.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

Typing/keyboarding certificate at a net, corrected speed of 25 words per minute.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Use of an automated library system.

Techniques used in inspecting and repairing books and multi-media materials and maintaining materials such as videos, cdroms, dvd's and compact discs.

Basic curriculum for each grade level.

Dewey Decimal Classification system and library clerical procedures.

General office procedures.

Reading and writing English communication skills.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Keyboard at a net corrected speed of 25 words per minute.

Learn the use of an automated library system and to recognize and resolve system errors.

Train and direct the work of assigned staff.

Recognize repair or replacement needs and make appropriate recommendations.

Operate standard office equipment including computers and related software applications.

Establish and maintain cooperative working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Exercise independent judgment.

Explain and implement departmental policies and procedures.

Operate a multi-line phone system.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office environment.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; repetitive stooping, kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store books and instructional materials; lifting and moving objects up to 50 lbs.

Job Code 6056

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