

**SAN DIEGO CITY SCHOOLS  
Position Description**

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<b>TITLE:</b>	Instructional Materials Technician	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Instructional Materials	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	046 OTBS
<b>EFFECTIVE DATE:</b>	December, 1999		

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**BASIC FUNCTION:**

Direct the day to day operation of the Instructional Materials Unit including the placement of textbook and instructional material orders and the distribution to schools; research and resolve discrepancies and lead the work of assigned clerical staff.

**REPRESENTATIVE DUTIES:** (*E* designates essential function of the job class)

Coordinate and oversee ordering of textbooks and instructional materials and monitor distribution to sites. *E*  
Assist with the development of cost projections. *E*

Contact publishers to obtain sample textbooks and instructional materials for evaluation by adoption committees; coordinate receipt of samples and their distribution to committees; coordinate the scheduling of committee meetings for new textbook adoption meetings and participate in meetings as assigned; assist adoption committees with development of budget for new adoptions. *E*

Assist in planning and presenting workshops for elementary school principals and secondary school librarians and act as a continuing resource for the textbook and instructional materials ordering process. *E*

Advise teachers on selection of appropriate instructional materials as determined by adoption committee; review textbook and instructional materials orders initiated by school site staffs to ensure compliance with district-adopted lists. *E*

Maintain current list of approved basic and supplementary textbooks and instructional materials; ensure compliance with state regulations and district procedures; monitor receipt of instructional materials and contract due dates, and initiate penalty fees for non-compliance, as appropriate. *E*

Consolidate orders for economical distribution. *E*

Assign stock numbers and direct others in the maintenance of state instructional materials (SIM) inventory. *E*

Maintain displays of district-adopted textbooks and instructional materials for review by staff and the public. *E*

Oversee updates of the SIM stock catalog and distribute to elementary schools; oversee the reconciliation of instructional materials against actual enrollments. *E*

Schedule and coordinate the distribution of instructional materials for traditional and year-round tracks and for summer schools and intersessions. *E*

Initiate return of materials to publishers upon completion of preview process and the return of excess materials for district credit; contact publishing representatives to resolve problems. *E*

Assist with planning and monitoring the redistribution of textbook and instructional materials when schools are closed, consolidated, or reconfigured; Provide information to new schools on the proper method of preparing orders for textbooks and instructional materials. *E*

Use computerized information systems to maintain a variety of costs and inventory records and operate basic on-line data terminals. *E*

Prepare oral or specialized written reports including budget and statistical reports. *E*

Explain policies and procedures to staff and the public. *E*

Direct clerical staff in the processing and placement of orders for textbooks and instructional materials; train and direct the work of assigned clerical staff. *E*

Perform other duties reasonably related to the job class.

**EDUCATION AND EXPERIENCE:**

The skills, knowledge, and abilities listed above would typically be acquired through training in modern business practices with a degree from a two-year community college program; three years of recent, directly related experience of acceptable level and quality, including processing of instructional materials may be substituted for the degree requirement on a year for year basis.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license.

Availability of a private automobile for travel between schools and district offices as needed (mileage expense allowance provided).

**SKILLS, KNOWLEDGE AND ABILITIES:**

**Skill in:**

Preparation of statistical and narrative reports.

Use of personal computers (spreadsheet and word processing applications).

**Knowledge of:**

Modern office procedures and methods.

Current district textbook and instructional materials purchasing procedures.

One or more computerized library information systems.

**Ability to:**

Organize.

Conduct research and make sound judgments.

Train and direct the work of clerical assistants

Establish and maintain effective working relationships with all levels of district staff, vendors, and the public.

**WORKING CONDITIONS:**

**Environment:**

Work is performed in an office setting; constant interruptions.

**Physical Requirements:**

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

Sitting for extended periods of time.

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