

SAN DIEGO CITY SCHOOLS
Position Description

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

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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