

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Instructional Support Facility Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Business Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	033 OSS
ISSUED:	January 24, 2003		

BASIC FUNCTION:

Independently perform specialized services at an instructional support facility which includes the receipt, inspection, storage, and shipment of books and supplementary instructional materials.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. 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, count, and inspect books and materials. **E**

Input selected information into a personal computer for inventory control and update status of books as needed. **E**

Contact staff members and vendor to resolve differences and to arrange pick up or shipment of unwanted or other material. **E**

Maintain shipping documents and other logs and record. **E**

Set up rooms and displays instructional materials by subject and publisher for the district textbook adoption review process. **E**

Prepare non-stock requisitions for supplies or shipment of materials as necessary. **E**

Box, wrap, and arrange the return shipment of materials to publishers; perform special services for on site business office staff and others who use the sites facilities. **E**

Schedule use of facilities for committee meetings. **E**

Operate gas and electric fork-lift and hydraulic pallet lift as needed. **E**

Assist divisions with the loading and unloading of instructional materials and supplies. **E**

Secure windows, doors, and gate. **E**

Determine need for site maintenance and repairs and contacts others for appropriate action. **E**

Maintain orderliness and cleanliness of rooms and storage areas. **E**

Use hand tools as necessary. **E**

May train or direct the work of assigned staff.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to two years of satisfactory, varied warehousing or stock clerk experience within the district, the military, other public agency, or large private company.

LICENSES AND OTHER REQUIREMENTS:

None

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern warehousing methods and techniques.
Safety standards and sanitation practices, materials, and equipment.
Heating, ventilating, and lighting systems.
Reading and writing English communication skills.

ABILITY TO:

Organize stockroom operations.
Maintain computerized inventory records and perform related clerical duties.
Establish and maintain effective working with others relationships.
Plan and organize work to meet schedules and time lines.
Maintain records.
Work independently with little direction.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, warehouse environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store books, materials, files, and supplies; lifting and moving heavy objects.