

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Supervising Instructional Materials Specialist	REPORTS TO:	Program Manager, Instructional Media Services
DEPARTMENT:	Instructional Media Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	032 AASD Supervisors'
REVISED:	October 14, 2008		

BASIC FUNCTION:

Perform a variety of advanced and complex library and clerical duties; accomplish assigned projects; supervise the work of a section of office-clerical library employees responsible for the circulation of instructional materials including library and multi-media materials.

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 requests for instructional materials by mail, e-mail, phone, fax, or in person. **E**

Determine availability of items by checking library automation data base. **E**

Reserve materials for scheduled delivery by truck or will-call. **E**

Pull materials from storage rack or bin and enter identifying data and due date on data terminal. **E**

Provide training to district and library staff on the use of the district library automation system. **E**

Oversee functions of the Teachers' Media Center. **E**

Assist all teaching staff in the selection of instructional materials for classroom instruction using criteria such as standards based curriculum, grade level, interest, and classroom instruction. **E**

Train, supervise, and coordinate the work of assigned library, clerical, and Teachers' Media Center staff. **E**

Direct the work of stock clerks as needed. **E**

Maintain employee records and post time and labor online. **E**

Initiate, organize, and maintain files and procedures governing work routines for assigned areas. **E**

Make recommendations in the preparation of the department's budget, including recommending instructional materials purchases. **E**

Prepare a variety of statistical and other reports and maintains records of the type and frequency of materials circulated. **E**

Respond to telephone inquiries regarding status of ordered materials. **E**

Monitor collections and inventory and maintains a variety of records, lists, logs, and catalogs. **E**

Reconcile computer printouts of overdue items against materials-returned lists and error reports. **E**

Calculate billing charges, analyzes problems, makes corrections, and adjusts charges when items are returned. **E**

Prepare billings for instructional materials used by all district staff and Community Colleges. **E**

Explain policies, regulations, and procedures related to the circulation of instructional materials, and the use of DVD's and videotapes in the classroom. **E**

Compose and type letters, bulletins, and other material. **E**

Operate microcomputer and modify computer programs as required. **E**

Operate standard office machines and basic on-line data terminals. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with a degree in business, liberal arts, library science, or public administration, including one year of satisfactory service in a library or instructional media center of a school district.

LICENSES AND OTHER REQUIREMENTS:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Organizational development principles and practices.
- Standard office equipment procedures and organizational methods.
- Pertinent district regulations.
- The operation of microcomputers.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

- Provide leadership and direction in assigned functions.
- Train and direct the work of others.
- Organize and maintain accurate records.
- Prepare statistical reports.
- Exercise sound judgment in decision making.

Operate standard office equipment including microcomputers and related software applications.
Communicate effectively and maintain cooperative relationships.
Establish and maintain effective working relationships with all levels of staff and the public.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Work independently with little direction.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 6058

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