

INSTRUCTIONAL MATERIALS ASSISTANT

BASIC FUNCTION:

Under the supervision of the Director of Curriculum or designee, the Instructional Materials Assistant will work with site and District staff in the distribution and collection of instructional and library materials; maintain accurate records and inventories and prepare materials for distribution. This position will perform library, clerical and organizational duties related to the acquisition, circulation, control, inventory, and maintenance of textbooks, curricular materials, and library books both print and digital.

REPRESENTATIVE DUTIES:

EXAMPLE OF DUTIES – *(Incumbents may perform any combination of the essential functions shown below (E). 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.)*

- Organizing and participating in the ordering, receipt, storage, preparation and processing of instructional materials for distribution. *(E)*
- Organize and/or maintain instructional materials and library book check-in/out records using District procedures. *(E)*
- Conduct and maintain the inventory of District-adopted textbooks, instructional materials in the approved inventory system. *(E)*
- Provide guidance and assistance with inventory of the instructional materials and library collections to staff assigned at school site. *(E)*
- Monitor and assist in the preparation of site reports using the District asset management software. *(E)*
- Train and support users of the District asset management software system. *(E)*
- Provide guidance and assist with cataloging and processing library books. *(E)*
- Provide library system support to school sites including physical and digital collections, and databases. *(E)*
- Support Site libraries and book rooms as needed
- Utilize technology to input, create, maintain or update records, reports or other related information. *(E)*
- Perform other reasonably related duties as assigned

KNOWLEDGE OF:

- Principles of design and operation of databases and data processing equipment; working knowledge of inventory control language
- Production scheduling techniques, practices and procedures
- Basic mathematical methods

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- Principles and techniques of effective communication and training
- Basic financial record keeping and accounting practices
- Techniques of quality control as applied to inventory control

ABILITY TO:

- Establish and maintain process control systems and methods.
- Organize, prioritize and schedule work in data processing production
- Operate a computer at a level of proficiency to perform job tasks.
- Evaluate procedural systems; recommend and implement improvements
- Design forms for data collection.
- Develop and establish and maintain cooperative working relationships with others
- Communicate effectively, orally and in writing
- Assist with training
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to graduation from high school and one year of general clerical, library, or inventory management experience

LICENSE OR CERTIFICATE

Possession of a valid California driver's license is required.

WORKING CONDITIONS:

ENVIRONMENT:

Office, warehouse and school sites

Indoor work environment. Regular exposure to fumes, dust and odors. As required must wear protective devices such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses.

PHYSICAL DEMANDS:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office and/or library equipment
- Sit for extended periods of time
- See and read a computer screen and printed matter with or without vision aids
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids
- Stand, walk and bend over
- Frequently grasp up to 5 lbs.
- Push/pull up to 75 lbs. for short distances
- Lift and/or carry up to 40 lbs. at waist height for 5-10 feet
- Reach overhead, above the shoulders and horizontally
- Climb ladders and work at heights of 25 feet

Salary Placement CSEA Chapter

821 Salary Range: 33

12 Month Work Year

Board Approved — 06/25/2024