

SUNNYVALE SCHOOL DISTRICT

September 2017

CLASS TITLE: EDUCATIONAL MATERIALS SPECIALIST

BASIC FUNCTION:

Under the direction of the assigned supervisor organize and oversee the ordering, receiving, processing and distribution of the District's adopted and non-adopted instructional materials; provide information and assistance to District staff regarding instructional materials; oversee the District's Instructional Materials Center (IMC); maintain a variety of records related to assigned activities.

ESSENTIAL DUTIES:

Calculate, prepare, organize and oversee the ordering, receiving, processing, distribution and inventory of the District's adopted and non-adopted instructional materials; assure timely distribution to District staff and school sites.

Obtain quotes from vendors and determine pricing options; prepare purchase orders using district software; obtain appropriate approval signatures.

Place orders via online or telephone with various publishers for newly adopted and current curriculum program instructional materials; obtain accurate student and teacher classroom enrollment counts; estimate instructional material needs by comparing enrollment projection report figures.

Receive and process instructional materials; verify packing slips and accuracy of deliveries; contact vendors regarding billing or inventory discrepancies; coordinate delivery of materials to school sites; maintain related records.

Oversee the operations of the IMC; train personnel, visitors and volunteers in proper methods of utilizing IMC equipment and materials; maintain the IMC in a safe, clean and orderly manner.

Perform a wide variety of clerical support duties; compose, type and distribute procedures, instructions, informational flyers, memoranda and correspondence to District staff regarding upcoming projects and special events.

Coordinate IMC and Learning Resource Center (LRC) staff meetings; compose and distribute meeting agendas; reserve and set up facilities; take, transcribe and distribute minutes to appropriate staff.

Answer telephone calls and greet visitors; respond to questions and provide information as necessary; conduct tours of the IMC as requested.

Maintain accurate inventory records of District instructional materials and IMC supplies; prepare and submit inventory reports.

Maintain instructional materials and equipment catalog files; recycle outdated curriculum materials; coordinate disposal of outdated materials and initiate buy-back money deposit forms; prepare proposal, distribution and performance reports.
Monitor the need for instructional materials for a variety of assigned instructional programs; order, process and distribute requested and mandated books and materials; maintain related records.

Operate and maintain a variety of office and library equipment including a calculator, typewriter, laminator, lettering machine, copier and a computer.

Uses physical and online multimedia educational resources and library systems in the provision of references services.

Provide system training and support for integrated inventory software system. Provides continuous training, work direction and technical assistance to other LRC's.

Facilitate and support the instructional materials Williams Act Audit. Schedule, commutate with the Santa Clara Office of Education and the district staff instructions and guidelines. Oversee all schools have instructional materials needed for each student. Make sure schools are in compliance with the Williams Audit.

Address issues with publishers, distributors and suppliers regarding shipping and receiving and discrepancies in P.O.'s.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Function, operation and maintenance of an instructional media center.
- District curriculum and educational programs.
- Laws, codes, rules and regulations related to assigned activities.
- Principles of library services, classification and circulation of media.
- Inventory methods and practices.
- Operation of a variety of office and library equipment including a computer.
- Financial and statistical record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- District organization, operations, policies and objectives.
- Proper methods of storing equipment, materials and supplies.
- Basic accounting practices, procedures and terminology.
- Basic budgeting practices regarding monitoring and control.
- Telephone techniques and etiquette.

ABILITY TO:

- Oversee the operations of a District instructional media center.
- Calculate, prepare, organize and oversee the ordering, receiving, processing, distribution and inventory of the District's adopted and non-adopted instructional materials.
- Maintain the IMC in a safe, clean and orderly condition.

Maintain accurate financial and statistical records.
Compare numbers and detect errors efficiently.
Compile and verify data and prepare reports.
Operate a variety of office and library equipment including a computer.
Complete work with many interruptions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Interpret, apply and explain rules, regulations, policies and procedures.
Prioritize and schedule work.
Type at 45 words per minute from clear copy.
Answer phones and greet visitors courteously.
Compose correspondence and written materials independently.
Perform in depth reference services & apply innovative technology to library management and information services.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in library science, office technology or a related field and two years of increasing responsible experience in a library or instructional media center environment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing or pulling moderately heavy objects or book carts, up to 50 pounds
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally to reach materials.

TERMS OF

EMPLOYMENT: Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association.

EVALUATION: Performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association.