

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: INSTRUCTIONAL MATERIALS ASSISTANT

BASIC FUNCTION:

Under the direction of the Executive Director, Educational Services or designee, performs a variety of duties including ordering, receiving, processing, cataloging, circulating, storage and inventory of textbooks, and teacher materials; works with schools to adjust textbook inventory based on increased or decreased enrollment. Accepts and inventories shipments of materials from vendors; works with warehouse personnel to unpack and deliver books and materials; and creates pallets of material for shipment to schools.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Adds copies to the catalog and processes books, textbooks and instructional materials for introduction into the District collection; prepares and affixes barcode and identification labels to materials; inputs and scans related information into the assigned computer system. Identifies and reports inventory needs and shortages.

Assists in the preparation and submission of purchase requisitions for textbooks, instructional materials and office supplies.

Assists with the ordering of textbooks, library books and office supplies in accordance with inventory needs; maintains contact with staff, vendors and others to resolve issues, errors and discrepancies related to deliveries, inventory, library collections and shortages; follows up on delayed shipments, discrepancies and order status.

Communicates with school site libraries, warehouse, fiscal services, purchasing, vendors/sales representatives, and provides customer service.

Operates a variety of office equipment including a copier, fax machine, paper cutter, laminator and assigned office software; utilize hand trucks as needed.

Performs a variety of duties involved in the receipt, processing, cataloging, distribution, circulation, and assists in maintaining the inventory of District library books, textbooks and instructional materials; processes books and materials for distribution to District school sites.

Processes and arranges for the shipment of books and materials to school sites in accordance with delivery schedules.

Reassembles card kits, manipulatives, and instructional materials.

Receives and inspects shipments of books and materials for damage and conformity to purchase order specifications, invoices and packing slips; assists in the review of shipments to verify accuracy; identifies, reports and resolves shortages and discrepancies.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic math, including calculations using fractions, percent's, and/or ratios

Basic record-keeping, report preparation and inventory techniques

Correct English usage, grammar, spelling, punctuation and vocabulary

Interpersonal skills using tact, patience and courtesy

Methods, practices, procedures and terminology used in instructional materials distribution and delivery operations

Modern office practices, procedures and equipment

Operation of a computer and assigned software

Operation of equipment used in the receipt, storage and shipping of instructional materials and supplies

Oral and written communication skills

Policies and objectives of assigned programs and activities

Proper lifting techniques

Proper loading and unloading of instructional materials

Record-keeping and report preparation techniques

Shipping and receiving procedures

Telephone techniques and etiquette

Use and terminology of requisitions, purchase orders, invoices and other shipping and receiving documents

ABILITY TO:

Add, subtract, multiply and divide quickly and accurately
Answer telephones and greet the public courteously
Communicate effectively both orally and in writing.
Complete work with many interruptions
Establish and maintain cooperative and effective working relationships with others
Inspect and receive deliveries
Learn, interpret, apply and explain applicable laws, codes, rules and regulations
Load and unload shipments of instructional materials and supplies
Maintain and prepare routine records and reports
Maintain specified delivery schedule in rush conditions
Meet schedules and timelines
Operate a computer and assigned software
Operate a hand truck
Operate a pallet jack
Operate a variety of office equipment including a computer and assigned software
Perform a variety of diversified clerical duties in support of the department
Type or input data at an acceptable rate of speed
Understand and follow oral and written instructions

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and one year of clerical experience; preferably with shipping and receiving experience.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test
Valid California Class C Driver's License and Evidence of Insurability

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor office environment
Constant interruptions
Seasonal hot and cold temperatures while loading and unloading materials

PHYSICAL DEMANDS:

Bending at the waist, kneeling, and crouching
Climbing ladders
Continuous loading and unloading of boxes
Dexterity of hands and fingers to operate a computer keyboard and a variety of equipment
Hearing and speaking to exchange information in person and on the telephone
Heavy physical labor
Lifting, carrying, pushing and pulling heavy objects
Reaching overhead, above the shoulders and horizontally to retrieve or store materials
Repetitive hand and body motions
Seeing to read a variety of materials
Sitting or standing for extended periods of time
Utilize a hand truck
Utilize a pallet jack
Walking

HAZARDS:

Working around and with machinery having moving parts
Working at heights

FLSA Status

Non Exempt

Approval Date

11/21/2021