

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: INSTRUCTIONAL MEDIA SPECIALIST

BASIC FUNCTION:

Under the direction of the Director, Learning Support, performs a variety of duties including ordering, receiving, processing, cataloging and inventorying of textbooks and teacher materials; collaborates with schools to adjust textbook inventory in relation to enrollment; accepts and inventories material shipments from vendors; works with warehouse personnel to unpack and deliver books and materials.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assists with maintaining work environment in a clean, safe, organized and sanitary condition.

Communicates 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 as needed.

Fulfills media and core literature requests and facilitates interlibrary loans.

Orders textbooks and office supplies in accordance with established purchasing rules, regulations, guidelines, policies and procedures; prepares requisitions for materials and supplies as assigned.

Operates a variety of office equipment including a copier, fax machine, paper cutter, laminator a computer and assigned software; utilizes dollies, hand trucks and pallet jacks as needed.

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

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

Provides work guidance to assigned personnel.

Reassembles card kits, transparencies, library book sets, manipulatives and instructional materials in need of repair.

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

Updates catalogs and process books, textbooks and instructional materials for introduction; prepares and affixes barcode and identification labels to materials; inputs and scans related information into assigned computer system; identifies and reports inventory needs and shortages; works with school sites to adjust textbook inventory based on enrollment numbers.

OTHER DUTIES:

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

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

Correct English usage, grammar, spelling, punctuation and vocabulary.

Data entry procedures.

Interpersonal skills using tact, patience and courtesy.

Inventory practices, procedures and techniques.

Library cataloging and classification.

Library practices, procedures and terminology.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Procedures, tools and techniques involved in the processing and cataloging of library books, textbooks and other instructional materials.

Record-keeping and report preparation techniques.

ABILITY TO:

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Make routine math calculations.

Operate a computer and assigned software.
Participate in circulation activities.
Perform a variety of technical support duties involved in the selection, acquisition, maintenance and distribution of books, textbooks and instructional materials.
Perform arithmetic calculations quickly and accurately.
Perform clerical duties related to assigned activities.
Process and prepare library materials for classifying, cataloguing and storage.
Provide general and reference assistance to students and teachers.
Understand and follow oral and written instructions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and four (4) years of responsible clerical experience, including library instructional media resources.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.

WORKING CONDITIONS:

ENVIRONMENT:

Office and warehouse environment.
Seasonal heat and cold and adverse weather conditions.

PHYSICAL DEMANDS:

Bending at the waist, kneeling and crouching.
Bending at the waist, kneeling or crouching.
Dexterity of hands and fingers to operate assigned equipment.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling heavy objects.
Reaching overhead, above the shoulders and horizontally.
Seeing to read a variety of materials.
Standing and walking for extended periods of time.

FLSA Status

Non Exempt

Approval Date

(IM Tech 9/28/17), (IM Spec. 2-15-18)