



Job Description
Revised/Updated: May 2019

Job Title: **Instructional Materials Processor**
 Job Family: **Information Technology Support**
 Pay Program: **Classified**
 Typical Work Year: **12 months**

Job Code: **090909**
 FLSA Status: **Non-Exempt**
 Shift Differential: **No**
 Pay Range: **G 18**

SUMMARY: Coordinate district textbook, library book, science kit, and other instructional materials distribution. Input and update information into instructional materials management systems. Catalog, process and distribute and/or refurbish instructional materials for the district. Work with Learning Services, Library Services and/or Purchasing on instructional material adoptions and purchases. Manage disposal of obsolete instructional materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Receive and prepare instructional material orders for cataloging and inventory. Process and/or refurbish instructional materials for schools by cataloging, stamping, labeling, bar-coding, replenishing consumable items, and/or entering information into appropriate system. Reconcile packing slip with order by authenticating correctness and completeness of order. Notify vendor of any problems with materials.	D	40%
2. Collaborate with Purchasing, Learning Services, and Library Services in the purchase of new materials, including newly adopted materials. Maintain instructional material inventory and check enrollment and growth patterns to supply instructional material to schools. Distribute instructional material to schools as needed. Coordinate the transfer of instructional material between schools, maintaining an accurate inventory for each school in the appropriate system. Review and process transfer requests and/or open orders in the instructional materials management system.	D	25%
3. Input and edit bibliographic and holdings information and enhance vendor record and upload into appropriate system. Analyze contents of item to determine access points for database retrieval and physical placement/storage of item. Perform original cataloging as required of print and non-print materials for inclusion in the systems.	D	15%
4. Maintain administrative functions within the systems, including maintaining patron data, original title records and inventory data. Train and support school staff in the use of management and online ordering systems.	D	10
5. Manage disposal, recycling and resale of obsolete instructional materials. Remove instructional materials from appropriate system.	M	5%
6. Work with schools and outside vendor to repair instructional materials as necessary.	Q	3%
7. Perform other job-related duties as assigned	Ongoing	2%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Must be a minimum of 18 years old
- Minimum of one year experience in instructional materials cataloging and/or inventory management.
- Specialized courses in instructional materials database programs preferred.
- Experience in instructional materials inventory, and distribution preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to frequently travel among district facilities.
- Ability to successfully complete a pre-hire, post-offer physical examination.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Interpersonal relations skills
- Critical thinking and problem solving skills.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Knowledge of monograph and audiovisual materials, automated library catalogs/online bibliographic utilities and related cataloging issues preferred at hire.
- Computer database management and data entry skills
- Inventory skills preferred at hire.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word and Excel.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of library and textbook management systems preferred at hire; required within 3 months after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	IT Service Manager or Warehouse Manager	3103 or 051116

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Report on charges incurred by District charter schools for contract cataloging

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk		X		
Hear		X		
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time

	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate			X	
Copy			X	
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills		X		
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	