



Job Title: DISTRICT INSTRUCTIONAL MEDIA TECHNICIAN

Definition:

Under the direction of the Assistant Superintendent of Instructional Services, the District Instructional Media Technician will order, process and distribute textbooks and related instructional materials to various District locations. They will perform a variety of clerical duties related to the acquisition and distribution of textbooks, media materials, and equipment and other instructional material. The District Instructional Media Technician will also perform a variety of clerical duties in support of instructional services.

Essential Functions:

- Order texts from publisher or best source/conducts price comparisons and seeks best price.
- Process incoming textbook orders, checking completeness, accuracy and required authorization.
- Distribute textbooks to sites.
- Receive, stamp, label, shelve and store textbooks and related instructional materials according to established procedures and timelines.
- Routes other instructional media to schools.
- Maintain complex and comprehensive records, files and logs; organize and establish recordkeeping systems; index and cross-reference information as appropriate.
- Fill requisitions from teachers and libraries for student and teacher texts.
- Determines funding source for purchasing instructional materials.
- Distribute science materials to all sites with yearly replenishment.
- Prepare and maintain a variety of records related to the purchase, location and use of textbooks; maintain textbook spreadsheet, and inventory records for school sites and special programs.
- Process returned textbook equipment from schools; credit returns to inventory records and re-shelve materials and replace missing parts.
- Communicate with site personnel, publishers and warehouse staff regarding the purchase, storage and delivery of textbooks.
- Perform technical responsibilities related to assigned function such as compiling information from a variety of sources and preparing complex reports as required by District, County, State, or Federal regulations; communicate with other agencies or departments to provide or obtain a wide variety of information.
- Coordinates with Library Media Techs to keep proper inventory at each site.
- Determines order quantities of all instructional materials, based on current and projected enrollment, special programs and class configuration on yearly basis and new adoptions.
- Trains and directs workload of seasonal help to facilitate processing and distribution.
- Coordinates with accounting to approve related invoices.
- Maintains efficient management of textbook inventory to include proper coverage.
- Inputs and maintains database of instructional materials.
- Helps facilitate textbook adoptions in coordination with the adoption and committee and textbook publishers.
- Periodic sale of unused or non-adopted textbooks to used book companies.
- Coordinates disposition of obsolete textbooks district wide to best source.
- Operate office equipment including computer, calculator, copier, and others.
- Performs a variety of clerical duties in support of instructional services.
- Perform related duties as assigned.

Secondary Functions:

- This is a single position classification. All duties assigned are considered essential.



Experience and Education:

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.

Education and Experience:

Any combination equivalent to: graduation from high school and two years of general clerical, computer use, record keeping experience and library, media or related experience.

Licenses and other Requirements:

None are required for this classification.

Mental Demands

Language Skills:

Ability to: read and understand technical procedures or instructions; write routine reports, correspondence and procedures, using English usage, grammar, punctuation, spelling and vocabulary; communicate effectively, in English, with others including employees, students, and the general public.

Mathematical Skills:

Ability to: add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Reasoning Ability:

Ability to: solve practical problems and deal effectively with a variety of situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral diagram, or schedule form.

Other Skills and Abilities:

Demonstrate knowledge of:

Modern office practices, procedures and equipment.

Recordkeeping techniques using computer equipment.

Telephone techniques and etiquette.

Demonstrated abilities to:

Receive, process and distribute textbooks to District school sites and locations.

Operate a typewriter, computer, calculator and copier.

Meet schedules and time lines.

Type at 30 words net per minute from clear copy.

Maintain records and prepare reports.

Establish and maintain cooperative and effective working relationships with others.

Physical Requirements:

The physical demands described here 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 individual with disabilities to perform the essential functions.

**Body Movement:**

Regular Activities: stand, walk or sit for long periods of time; use hands and fingers to operate an electronic keyboard or other office machines; reach with hands and arms, bend, stoop, kneel or crouch to handle materials or file; speak clearly and distinctly to answer telephone and to provide information; and hear to understand voices over telephone or in person.

Lifting Requirements:

Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 50 pounds.

Vision Requirements:

Ability to: see clearly at 20 inches or less, identify and distinguish colors, adjust the eye to bring an object into sharp focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Environment:

Textbook distribution center environment. The work environment is usually quiet.

Exposures, Risks and Hazards:

While performing the duties of this classification, an employee is regularly exposed to the potential risks of lifting and moving textbook boxes weighing up to 50 pounds and occasionally exposed to the potential risks of operating computer equipment.

APPROVED BY THE GOVERNING BOARD 08/14/01

REVISED AND APPROVED 06/13/06

REVISED AND APPROVED ON 08/22/23



APPLICATION PROCEDURE: Official application forms and related materials must be correctly completed and submitted on www.edjoin.org no later than the deadline time and date listed on the front of this bulletin. If the minimum requirements are specific and your experience is general, include a breakdown of functions. If you have volunteer experience you wish to have considered, include it, giving as much information about it as you can. **YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY INDICATES THAT THE MINIMUM REQUIREMENTS FOR THE POSITION ARE MET.** The information you give will be subject to being accepted or rejected. If you appear to be among those most qualified, you will be invited to take the examination(s). You will be notified in advance of the time and place of examination.

EXAMINATION: Applicants must successfully complete each part of the examination process in order to be considered further. Persons invited to participate in the examination process must bring with them some type of identification card bearing their photograph and signature.

TUBERCULOSIS TEST OR CHEST X-RAY: Before being employed and beginning work for the Newhall School District, you will be required to file evidence of having had a tuberculosis Mantoux examination (intradermal skin test) with a negative result, within the past 60 days, or submit a tuberculosis risk assessment. Medically verified positive skin test results require a chest x-ray. The risk assessment questionnaire shall be administered by a health care provider, which shall be specified on the questionnaire.

AUTHORIZATION TO WORK REQUIREMENTS: Due to the Immigration Reform and Control Act of 1986, ALL employees must provide this district with one of the following: 1) United States passport, 2) certificate of United States citizenship, 3) certification of naturalization, 4) unexpired foreign passport with a valid endorsement of the Attorney General authorizing the individual's employment in the United States, 5) Resident Alien Card which includes a photograph (or other personal identifying information) and an authorization for employment in the United States, or, 6) certificate of birth in the United States.

OTHER REQUIREMENTS: State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. The Human Resources Department may obtain confidential references from former employers. Employees are required to belong to the Public Employees' Retirement System, if employed for a period of four (4) hours per day or more, for which the district makes contributions equal to or greater than those deducted from the employee's pay. Membership in the Social Security System is also required. A physical examination, at district expense, may also be a pre-employment requirement.

SALARY INFORMATION: Advanced placement on the Classified Salary Schedule, up to Step F, may be allowed at the time of employment. To qualify for advanced placement, the prior qualifying employment must be completely disclosed in the application paperwork and properly verified in writing at the time of employment. This written verification must be on official stationery of the prior employer and must specifically state the position held, a description of duties, and length of time employed.

Detailed job descriptions of all classified positions are available upon request.

We reserve the right to reopen this position, re-advertise or delay filling the position.

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER