



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave., Hemet, CA 92545 (951) 765-5100

Instructional Materials Clerk

JOB SUMMARY

Under general supervision of the Director of Secondary Education, provides specialized and increasingly responsible clerical and inventory management functions; orders, receives, inventories, distributes textbooks/instructional materials, and performs other related tasks in support of the procurement of textbooks/instructional materials; supports school-site library needs; and general clerical duties related to the department. Performs other job-related duties as assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Inventory/Surplus/Warehouse

- Inventories and prepare surplus forms for all technology and curriculum materials and disseminates information
- Generates, reviews, and tracks purchase requests for instructional materials.
- Follows up on purchase orders and follows up on the timely receipt of materials
- Resolves discrepancies with purchase requests for instructional materials.
- Meets with vendors regarding instructional materials;
- Maintains an inventory of additional instructional materials, library book processing materials
- Coordinates the transfer of textbooks among school sites district wide.
- Coordinates with warehouse personnel on instructional materials inventory K-12.
- Coordinates the distribution and processing of instructional materials.
- Coordinates the collection and disposal of obsolete instructional materials.
- Oversees electronic book inventory management system for K-12.
- Maintains inventory control records in library database;

Library Support

- Orders books, magazines, and supplies for replacement or addition to the existing library, technology devices, or other media collections
- Receives, catalogs, and circulates books, paperbacks, periodicals, technology devices, students' textbooks, teacher editions, and other media materials, assign accession numbers and input into library database
- Culls or weeds literacy materials, technology devices, textbooks, other curricula; remove obsolete, damaged, or withdrawn materials
- Supports site libraries and literacy initiatives; including moving libraries

Clerical Duties

- Performs a wide variety clerical duties, including typing, filing and maintaining records in the library
- Uses and understands complex software such as Destiny or Student Information System.
- Operates computers to generate lists, update records, monitor expenditures, respond to requests, etc.
- Greets in a courteous manner, ascertains needs, and directs individuals to various departments, meetings, and/or staff.
- Communicates effectively in both oral and written forms.
- Participates in district training/meetings as required.
- Assists in the tracking of the district budget for textbooks.
- Assists with processing orders to vendors for gratis workbooks for all sites annually.
- Assists with processing orders for digital licenses for textbook support materials, support agreements, and memberships.

Other Duties

- Initial troubleshooting of technology equipment, collaborates with IT to make minor repairs or help ticket referral to IT if necessary
- Provides ongoing communication updates regarding technology and curriculum
- Performs other related work as may be required

HEMET UNIFIED SCHOOL DISTRICT
Instructional Materials Clerk (Continued)
EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

- General principles, techniques, and procedures of researching, comparing, and purchasing textbooks and instructional materials.
- Basic library practices, terminology, and procedures relating to textbooks, media, and other library materials.
- Electronic textbook inventory management system.
- Library/media center, methods, practices, and terminology;
- Familiarity with District policies pertaining to instructional materials K-12.
- Dewey Decimal Classification System and library/media center reference materials
- Modern office and library/media center clerical procedures and practices including filing systems and software programs;
- General public relations
- Office machines and technology equipment
- Correct English usage, spelling, grammar and punctuation.

Ability to:

- Prepare and distribute orders for textbooks and instructional materials.
- Perform a variety of complex duties related to the acquisition and circulation of textbooks and instructional materials.
- Serve as a liaison between school sites, departments, district warehouse, vendors, and publishers concerning instructional materials.
- Perform a variety of complex duties involving independent judgment and problem solving skills that require accuracy and timeliness related to specific areas of responsibility.
- Maintain a wide variety of records in connection with school library/media centers;
- Perform duties with a minimum amount of supervision.
- Learn and utilize new and current technologies;
- Communicate clearly, both orally and in writing.
- Understand and carry out oral and written directions.
- Establish and maintain effective working relationships with those contacted in the course of work,
- Diagnose and troubleshoot minor problems of technology devices and equipment
- Access and use District-adopted web-based systems

EDUCATION:

Equivalent to graduation from high school, including or supplemented by library courses. Experience: Two (2) years of clerical experience. Preferably in a school library/media center or warehouse; possession of the knowledge and abilities listed above.

REQUIRED LICENSES AND/OR CERTIFICATES:

If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Manual dexterity to operate a computer and related equipment and handle working with various materials and objects; sit, look down, turn neck (frequently); walk, stand, bend, stoop, reach, twist (continuously); squat, kneel, push, pull, climb stairs (frequently); lift, and carry items to 5 pounds to 50 pounds (frequently); grasp/manipulate materials and supplies (frequently); sit for extended periods of time; use vision, hearing and speaking (continuously).

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Human Resources and/or Safety/Risk Management.

EMPLOYMENT STATUS

Classified Bargaining Unit Position
12 Month Work Year – Salary Range 31