

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: SENIOR CURRICULUM MATERIALS TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director of Curriculum & Instruction, perform a variety of technical duties related to the adoption, acquisition and purchasing of instructional materials for the District-wide 7-12 program; compile the District-wide 7-12 program instructional materials budget; serve as a liaison and coordinate communications between school sites, departments, divisions, vendors and publishers concerning 7-12 program instructional materials and related budgetary matters.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties related to the adoption, acquisition and purchasing of instructional materials for the District-wide 7-12 program in accordance with District and State funding guidelines and requirements; assure adequate and timely availability of adopted textbook and support materials in accordance with the instructional needs of the District.

Compile the District-wide 7-12 program instructional materials budget in accordance with adoption, new school, student enrollment and staff needs; monitor and maintain textbook budget records; update records with budget expenditures as needed.

Serve as a liaison and coordinate communications between school sites, departments, divisions, adoption committees, vendors and publishers concerning instructional materials and related budgetary matters; assure proper and timely resolution of related issues, conflicts and discrepancies.

Receive, review, prepare, process and submit instructional material requisitions; order textbooks and other instructional materials in response to newly adopted textbooks and inventory needs; assure price effectiveness and quality of purchased goods; arrange ordering and delivery schedules.

Coordinate and assist with planning the instructional materials acquisition process; prepare, develop and maintain textbook adoption schedules to assure proper and timely review, evaluation, adoption and purchase of new materials; schedule, arrange and attend adoption-related meetings and events.

Monitor school site budget allocations and expenditures for instructional materials; assist in assuring proper use of funds and correct budget allocations; prepare and process funds in accordance with established State and District guidelines; maintain related records.

Develop tentative allocations for instructional materials adoptions, growth and replacements and make recommendations for the distribution of funds to sites; assess and provide input concerning budget development and needs; assist in assuring expenditures are charged to appropriate account.

Coordinate the review process for new instructional materials according to established time lines; initiate and request submission of instructional materials from publishers for review by adoption committees; assist in determining appropriate instructional materials for review.

Assist in developing and coordinating calendars and time lines for subject area instructional material

adoptions and related events; confer with publishers to schedule and arrange for presentations, adoption review materials and adoption support.

Request and provide materials and data as needed; compile, compose and distribute a variety of correspondence, forms and informational materials related to instructional materials and the adoption process; prepare, maintain and distribute the instructional materials catalog; duplicate materials.

Input and update instructional material, budgetary and a variety of other data into an assigned computer system; initiate queries, develop spreadsheets and matrices, and generate a variety of computerized documents and reports.

Research and evaluate sources of supply; contact vendors to obtain pricing, textbook information and related purchasing data; research availability of used textbooks and compare prices to enhance cost effectiveness; assist in selecting materials for purchase.

Compile, verify and assemble information and prepare and maintain a variety of financial, statistical and narrative records, reports and files related to textbooks, instructional materials, allocations, adoptions, income, expenditures, requisitions, orders, budgets and assigned activities.

Serve as a technical resource to District personnel and outside agencies concerning 7-12 instructional materials; respond to inquiries and provide information concerning related budgets, requisitions, orders, adoptions, processes, techniques, practices, policies and procedures.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Receive, store and distribute sample textbooks and instructional materials for adoption committee review; arrange, move and maintain textbook and instructional material collections for use during the adoption process; shelve, coordinate and arrange displays of instructional materials.

Assist in scheduling staff development activities concerning new textbooks and instructional materials for District faculty and personnel.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General principles, techniques and procedures of researching, comparing and purchasing textbooks and instructional materials.

Basic purchasing policies, practices and terminology.

Methods used in financial and statistical record-keeping.

Basic methods, procedures and terminology used in accounting and budget work.

Research methods and report writing techniques.

Basic budget processes, practices and procedures.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Operation of a computer and assigned software.
Data control procedures and data entry operations.
Interpersonal skills using tact, patience and courtesy.
Mathematical computations.

ABILITY TO:

Perform a variety of technical duties related to the adoption, acquisition and purchasing of instructional materials for the District-wide 7-12 program.
Compile the District-wide 71-2 program instructional materials budget.
Serve as a liaison and coordinate communications between school sites, departments, divisions, vendors and publishers concerning instructional materials and related budgetary matters.
Order textbooks and other instructional materials in response to newly adopted textbooks.
Schedule, coordinate and assist with planning the instructional materials acquisition process.
Learn, interpret and apply District policies, goals, objectives and applicable laws, rules and regulations related to curriculum.
Schedule, arrange and attend adoption-related meetings and events.
Initiate and prepare concise reports and correspondence relating to curriculum and budget matters.
Maintain accurate financial and statistical records and files.
Work independently with little direction.
Operate a computer and other office equipment.
Meet schedules and time lines.
Communicate effectively both orally and in writing.
Type or input data at 40 words per minute from clear copy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical experience including work with budget and purchasing functions.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone.
Seeing to read various materials.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing or pulling moderately heavy objects.
Bending at the waist, kneeling or crouching.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224