

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: CURRICULUM MATERIALS TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of activities related to the acquisition and circulation of assigned instructional and curriculum materials; maintain and display instructional materials in assigned curriculum library.

DISTINGUISHING CHARACTERISTICS:

The Curriculum Materials Technician classification performs a variety of activities related to the acquisition and circulation of assigned instructional and curriculum materials; monitors textbook expenditures, maintains and displays textbooks and resource materials in the curriculum library. The Senior Curriculum Materials Technician performs more complex, specialized technical work related to compiling the District-wide 7-12 program instructional materials budget; assists in the distribution of funds; serves as the District 7-12 program instructional materials liaison.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Order, receive, store, package, and issue assigned instructional and curriculum materials related to music or other assigned subject area; prepare and distribute orders for instructional materials to appropriate personnel; maintain materials in an organized system with an indebtedness record.

Shelve and maintain order of assigned instructional materials; assign catalog numbers; notify staff on new materials; assist district staff and parents in locating desired curriculum library materials; check materials in and out to staff using an assigned computer system.

Determine quantities of resource materials to be ordered and stored based on past needs, projected needs, and budget allocations; confer with instructional support administrative personnel to determine appropriateness of materials prior to ordering.

Request sample textbooks and support material from publishers for curriculum adoption cycles; receive, arrange and display materials; disseminate materials to personnel and sites for evaluation coordinate exhibitions and in-service sessions presented by publishers materials for district staff.

Receive, process and circulate requests, requisitions and orders for instructional materials; process and verify related forms and information; assure appropriate and correct materials are ordered; check for correct budget numbers and monitor centralized material budgets for individual school sites.

Assist with coordinating transportation functions for VAPA or other assigned department as assigned by the position; process related requests and paperwork; assist with coordinating transportation, reservations, paperwork, staff and resources for the Summer Arts Academy as required.

Perform routine office clerical functions; prepare and distribute a variety of correspondence such as lists and letters; input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries and generate a variety of computerized reports.

Provide input concerning the development of budget allocations for instructional materials; make recommendations concerning school site fund distribution.

Maintain circulation and acquisition schedules; inspect incoming materials for damage; return materials as appropriate; notify sites of overdue items, missing parts and replacement values; collect late fees; perform minor repairs on materials and equipment as needed.

Prepare and maintain various records, reports and files related to instructional materials, staff, purchase orders, inventory and assigned activities; duplicate and distribute materials as needed; maintain and distribute publisher and material catalogues.

Monitor inventory levels of assigned materials and equipment as directed; receive new materials and prepare for introduction into assigned instructional material collection.; purge damaged and obsolete materials as directed.

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns.

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

Assist with training and providing work direction to student assistants and designated staff as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic library practices, terminology and procedures relating to processing and circulation of books, media and other library materials.

Modern office practices, procedures and equipment.

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

Basic practices and procedures related to budget control.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping, filing and report preparation techniques.

Operation of a computer and assigned software.

ABILITY TO:

Perform a variety of activities related to the acquisition and circulation of assigned instructional and curriculum materials.

Prepare and distribute orders for instructional materials to appropriate personnel.
Assist students, staff and others in locating and utilizing library materials.
Determine quantities of resource materials to be ordered.
Check materials in and out to staff.
Learn policies and objectives of assigned programs and activities.
Type or input data at 40 words per minute from clear copy.
Operate a computer and other office equipment.
Work independently with little direction.
Understand and follow oral and written instructions.
Maintain records and prepare reports.
Communicate effectively, both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years clerical experience including work with library or related circulation activities.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL DEMANDS:

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

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

Office-Technical Job Description

Adopted by BOT 1/25/03

Revised BOT 1/23/06