



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>CURRICULAR MATERIALS SERVICES ASSISTANT</u>			
DEPARTMENT/SITE:	Library & Instructional Media Services	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	14 per 2021/2022 Schedule
		WORK YEAR:	12 Months (240 Days)
REPORTS TO:	Assigned Supervisor	FLSA:	Non-Exempt

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of activities involved in the circulation, distribution, receipt, and processing of instructional support materials, including academic and behavioral supports, curricular physical and supplemental manipulatives, and various other learning resources; receive and respond to requests for instructional support materials; assist faculty and staff in the selection and location of instructional support materials and learning resources. The incumbents in this classification assist in providing students with providing instructional support materials and learning resources which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Perform a variety of activities involved in the circulation, distribution, receipt, and processing of instructional support materials, including academic and behavioral supports, curricular physical and supplemental manipulatives, and various other learning resources; assist various faculty and staff with meeting instructional support material and learning resources needs.

Receive and respond to requests for instructional support materials and learning resources; reserve, issue and distribute instructional support materials in response to staff and faculty needs and requests; schedule the delivery and pick-up of materials; assist faculty and staff in the selection location of instructional support materials and learning resources.

Circulate instructional support materials and learning resources; locate and check instructional support materials in and out to District staff and faculty using an assigned computerized system; pull, prepare, sort, and organize instructional support materials and learning resources for delivery according to established procedures.

Shelve and file new and returned instructional support materials and learning resources; verify and inspect incoming support materials and resources for damage; perform minor repairs as needed; re-order support materials and learning resources as needed; receive, process, and catalog new instructional support materials and learning resources using specialized software.

Initiate and receive telephone calls concerning assigned instructional support services functions; greet and assist visitors; confer with staff concerning instructional support needs, requests, orders, deliveries, and

timelines; prepare, distribute and respond to a variety of correspondence.

Input, update and modify a variety of data related to instructional support materials and learning resources into an assigned computer system; establish and maintain automated records and files; initiate queries and generate computerized reports; verify accuracy and completeness of input and output data.

Monitor inventory levels of instructional support materials; assist in ordering, receiving, and maintaining adequate inventory levels of materials and resources; assist in the research, evaluation, and selection of instructional materials and resources according to staff and faculty needs and requests; communicate with staff and faculty available inventory of materials and resources on an ongoing basis.

Communicate with District staff, faculty, and various outside agencies to exchange information and resolve issues or concerns.

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

Prepare and maintain a variety of lists, records, and reports related to instructional support materials, deliveries, overdue materials, inventory, requests, usage, and assigned activities; assist in researching and preparing orders for new and replacement materials, resources, and supplies.

Contact staff regarding lost or overdue materials and resources; prepare, generate and distribute notices regarding overdue materials and resources as needed.

Schedule and arrange for teacher previews of instructional support materials and learning resources.

Conduct special surveys and projects in support of instructional support materials, learning resources, and library services as required.

Support school site libraries in the circulation, maintenance, processing, and distribution of textbooks, and instructional materials.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General practices, procedures, and techniques involved in the circulation of instructional support materials including academic and behavioral supports, curricular physical and supplemental manipulatives, and various other learning resources.

Basic functions, operations, and maintenance of an instructional support services center.

Telephone techniques and etiquette.

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

Proper methods of storing materials and supplies.

Record keeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

Modern office practices, procedures, and equipment.

Data control procedures and data entry operations.

ABILITY TO:

Perform a variety of activities involved in the circulation, distribution, receipt, and processing of instructional support materials and learning resources.

Reserve, issue, and distribute instructional support materials in response to staff and faculty needs and requests.

Assist faculty and staff in the location of instructional support materials.

Pull, prepare, sort, and organize materials and resources for delivery according to established procedures.

Check materials and resources in and out using an assigned computerized system.

Verify and inspect incoming materials for damage.

Operate a computer and assigned software.

Keyboard or input data at an acceptable rate of speed.

Maintain records and prepare reports.

Understand and follow oral and written directions.

Operate a variety of office equipment including a computer and assigned software.

Meet schedules and timelines.

Complete work with many interruptions.

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 and one-year clerical library, media or instructional support services center or related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Maintain qualification for automobile insurance coverage.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor work environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read and inspect a variety of materials.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Lifting, carrying, pushing, and pulling light objects up to 35 lbs. as assigned by the position.

Bending at the waist, kneeling, or crouching.

Reaching overhead, above the shoulders, and horizontally.

CLEARANCES:

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: August 1994; Revised 8/96; 11/00;

07/13 Reallocated from R07 (Ewing)

10/21 Revised / Retitled (EH&A / MGT Consulting) / PC & GB: 09/2022 Reallocated PC & GB: 09/2022