

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

INSTRUCTIONAL MATERIALS CLERK

DEFINITION

To receive, process, store, and distribute audio-visual and instructional materials for the Instructional Media Center; and to maintain a variety of related records.

DISTINGUISHING CHARACTERISTICS

This is the entry-journey level class in the Instructional Materials Clerk series. Positions assigned to this class can be distinguished from higher level classes by performance of work related to the processing and distribution of audio-visual and instructional media in the Instructional Media Center.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level administrative staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Catalogs, receives, processes, and circulates all instructional media materials and equipment for the District. Catalogs all audio-visual instructional media, processes media for distribution to schools. Maintains a variety of detailed records including circulation records for all media. Schedules, books, and confirms media ordered by faculty. Coordinates shipments to schools. Assists faculty in selection of appropriate media related materials by grade and subject areas. Maintains knowledge of materials available at the Instructional Materials Center and Curriculum Lab. Checks returned materials for damage and makes needed repairs. Prepares master copy of school libraries inventory and takes annual inventory of media center materials. Maintains catalog of audio-visual/instructional materials, vendors and suppliers. Types a variety of materials and reports, order supplies. Initiates communications to teachers and vendors. Assists in preparing a monthly newsletter describing available materials. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of modern office methods, practices, procedures and equipment. Knowledge of recordkeeping practices. Knowledge of correct English usage, spelling, grammar, and punctuation. Ability to learn library practices, terminology, and procedures. Ability to maintain a variety of clerical records. Ability to learn types and uses of a wide variety of media and materials used in an educational system. Ability to learn to process books and audio-visual materials. Ability to perform complex clerical

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Instructional Materials Clerk (Continued)

Knowledge and Abilities (Continued)

duties with speed and accuracy. Ability to understand and carry out oral and written directions. Ability to type at 45 WPM. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to work effectively in the absence of supervision. Ability to communicate effectively, both orally and in writing.

Experience and Training Guidelines: Any combination of experiences and training that would likely provide the required knowledge of and ability is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of general clerical experience.

Training:

Equivalent to completion of the twelfth grade.

Reviewed and Agreed to by:

Incumbent: _____ Date: