

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

SENIOR INSTRUCTIONAL MATERIALS CLERK

DEFINITION

To assist teachers, staff, aides, and community members in the selection and procurement of materials in the curriculum laboratory; and to receive, process, store, and distribute incoming library books and textbooks for the District.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Instructional Materials Clerk series. Positions assigned to this class can be distinguished from lower level classes by performance of work requiring more advanced knowledge of District educational and curriculum standards. Incumbents assigned to this class are expected to operate with great independence in the compiling of instructional support materials and units of study for use by teachers, aides, and community members.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level administrative staff.

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

Orders, receives, processes and catalogs textbooks and library books for the District. Maintains a variety of records and logs. Distributes sample books to District staff; prepare information and press releases related to textbook adoption. Collects and compiles a variety of information and displays for use in units of study. Assists faculty and aides in location and selection of materials from the Curriculum Lab providing general information regarding content and level of materials. Maintains files of study units, activities by curricular area for reference by teachers. Acts as District resource for increasing the collection through coordination with outside contacts and organizations. Prepares budgeting deadline information to school sites; provides pricing information to aide in book selection and budgeting. Monitors individual textbook accounts. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of types and uses of a wide variety of instructional materials. Knowledge of library practices, terminology, and procedures. Knowledge of general educational philosophy and curriculum standards. Knowledge of modern office methods, practices, procedures, and equipment. Knowledge of recordkeeping practices. Knowledge of correct English usage, spelling, grammar, and punctuation. Ability to maintain a

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Senior Instructional Materials Clerk (Continued)

Knowledge and Abilities (Continued)

variety of clerical records. Ability to recommend the use of a wide variety of media and materials used in an educational system. Ability to process books. Ability to perform complex clerical 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 experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience in providing clerical support in an instructional materials related setting.

Training:

Equivalent to completion of the twelfth grade.

Reviewed and Agreed to by:

Incumbent: _____ Date: