

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Instructional Materials Assistant II	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	IMC/IMS	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G-26/CSEA 125 Salary Schedule

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**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform complex and specialized duties requiring knowledge and judgment in the field of computerized control of media; acquire, process, circulate and distribute books and instructional media materials in a reasonable, timely manner to provide students and staff access to quality learning options and a variety of educational materials.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Review requisition for the purchase of books, software, and other educational materials to ensure compliance with state, federal and district regulation; process, store, circulate and distribute library and supplemental books, textbooks, audio-visual and other instructional materials to support the education of students to excel in reading, writing, and math; enter or update data into the library information system to ensure the accuracy of information. *E*

Process audio-visual aides and other instructional materials for circulation in a reasonable, timely manner to provide high quality services to the sites and departments; assist District personnel in the use of a computer-produced catalog to locate or select instructional materials to meet the needs of students and staff. *E*

Catalog or process books and other instructional materials as assigned; type, pull and file teacher's guides; stamp and label instructional media in a reasonable, timely manner with identifying information to ensure the accurate tracking of resources. *E*

Order, process, label, bar-code books, textbooks and other instructional materials; complete descriptive cataloging and determine appropriate information; assign, revise and delete catalog code numbers as needed. *E*

Prepare and maintain required control lists, records and files; operate laminator, projectors, binding machines, carts and hand trucks. *E*

Preview written orders from District personnel; ensure correct computer coding; verify orders are directed to proper source and supported by appropriate funds. *E*

Provide direction in the operation of media equipment; distribute materials; check out materials for teachers to assist in the creation of specialized displays, posters and bulletin boards for classroom and student activities. *E*

Pull, shelve and box books and audio-visual materials and equipment as needed to meet the needs of students, staff and sites; perform minor repair and/or replacement of used materials for circulation. *E*

Operate a variety of office and specialized instructional media equipment including but not limited to projectors, DVD players and computers. *E*

Assist in resolving problems with various District departments and/or outside agencies in a reasonable, timely manner.

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years clerical experience, including at least one year in an environment processing and distributing instructional and library materials.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Current computer skills and software programs.
- Types and uses of instructional media and materials.
- Procedures for processing instructional materials and library books.
- Curriculum areas for assigning appropriate subject heading.
- Practices and terminology for ordering, receiving and distributing IMC materials.
- Dewey Decimal system of classification.
- Library of Congress system of classification.
- Audio visual equipment and modern media materials.
- Operation of a computer terminal and data entry techniques.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Current library information and management system and other software programs used to perform current duties

**ABILITY TO:**

- Operate, adjust, service and circulate audio visual equipment and media materials.
- Establish and maintain cooperative and effective working relationships with others a diverse range of people.
- Operate a computer to enter data, maintain records and generate reports.
- Learn department and program objectives and goals.
- Communicate, comprehend and follow both oral and written directions effectively.
- Answer telephones and greet the public courteously.
- Type at an acceptable rate of speed.
- Learn new or updated computer systems and programs to apply to current work.
- Communicate using patience and courtesy in a manner that reflects positively on the organization.
- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations.
- Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Instructional Media Center or warehouse environment; constant interruptions; noise from equipment operation, fumes from machineries or vehicles and dust from boxes and materials; subject to working on ladders at heights in the warehouse; work on uneven floor.

**PHYSICAL ABILITIES:**

With reasonable accommodation, if necessary, hearing and speaking to exchange information in person or on the telephone; sitting, walking or standing for extended periods of time; dexterity to operate equipment; reaching overhead, above the shoulders and horizontally, bending at the waist and kneeling or crouching to retrieve materials from cabinets and shelves; carrying, pushing or pulling; seeing to observe instructional equipment and materials; lifting moderately heavy objects.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

***E*= Essential Functions**