

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

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<b>TITLE:</b>	Instructional Materials Assistant III	<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-28/CSEA 125 Salary schedule

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**BASIC FUNCTION:**

Under general direction of an assigned supervisor, perform advanced level duties related to particular media services such as school libraries, classroom materials and cataloging of library materials in a reasonable, timely manner to provide students and staff access to quality learning options and a variety of educational materials; perform work independently and train and provide work direction to others.

**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.)**

Provide lead direction in the acquisition and/or cataloging of books and other library materials in a reasonable, timely manner to support the education of students to excel in reading, writing, and math; assist in performing cataloging by using MACHine-Readable Cataloging records (MARC). *E*

Assign proper Dewey Decimal call numbers to books and audio-visual materials to ensure the accurate tracking of resources; order, process, label, and barcode books and text books; distribute various instructional materials to school sites to meet the needs of students and staff. *E*

Serve as primary reference source for others working with library and media services and acquisitions and assist others in a reasonable, timely manner to resolve difficult issues. *E*

Lead, train and provide clear work direction and expectations to new staff; review work for accuracy, completeness and conformance to acquisition procedures and library rules and methods. *E*

Participate with the timely acquisition, receipt, processing and distribution of library books, textbooks, audio-visual materials and other instructional materials to provide students and staff access to quality learning options and a variety of educational materials; enter or update data into the library information system to ensure the accuracy of information. *E*

Provide bibliographies for teachers and librarians as requested for acquisition and curriculum purposes. *E*

Prepare and maintain accurate files, lists, records and correspondence; attend meetings related to instructional programs to provide high quality services to staff and sites. *E*

Complete descriptive cataloging; transmit information as needed to appropriate person or site in a reasonable, timely manner to meet the needs of the sites; verify accuracy of library records. *E*

Review written orders for books and materials; ensure correct computer coding; verify items are properly designated and are supported by appropriate budgeted funds to ensure the financial viability of the district. *E*

Contact vendors and publisher's representatives to verify the availability and price of books and other instructional materials. *E*

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

Assist in processing audio-visual aides and other instructional materials for circulation in a reasonable, timely manner to meet the needs of the sites and departments; provide assistance in locating or selecting instructional materials. *E*

Assist with the processing and distribution of materials for various instructional programs to provide students access to high quality educational materials to learn at grade level and beyond; inventory supplies and restock as necessary. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and four years clerical experience, including at least two years in the field of cataloging, processing or distributing instructional and library materials.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

**M**achine-Readable Cataloging records (MARC).

Dewey Decimal system of classification.

Library of Congress system of classification.

Current library practices, procedures and terminology.

Library reference materials and resources.

Library technical processes related to the acquisition, cataloging, classification and circulation of library materials.

Cataloging rules and standards.

Current library technology including computer skills and software programs.

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

Interpersonal skills using tact, patience and courtesy.

Operate office and audio-visual equipment.

Current library information and management system and other software programs used to perform current duties

**ABILITY TO:**

Operate various types of audio-visual equipment.

Establish and maintain cooperative and effective working relationships with a diverse range of people.

Maintain accurate records and prepare reports.

Operate a computer terminal to enter data, maintain records and generate reports.

Assign, review, train and provide work direction to others.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Communicate, comprehend and follow both oral and written directions effectively.

Work independently with many interruptions.

Learn new or updated computer system 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; noise from equipment operation, fumes from machineries or vehicles and dust from boxes and materials; working around and with pallet jack used to bring pallets of books in and out of warehouse.

**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 of hands and fingers 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***