



David Douglas School District #40

Classified Job Description

INSTRUCTIONAL MATERIALS / MEDIA SPECIALIST

Schedule: 12 months per year
Class: 15

POSITION PURPOSE

Work with Curriculum Director and Instructional Activities Coordinator in ordering and distribution of instructional materials for core adoptions and interventions K-12. Work with principals to ensure needed instructional materials are ready due to growth and replacement. Maintain accurate records and inventory of all purchases. Work with district Librarian; order, catalog, and distribute library books and repair supplies to schools.

NATURE AND SCOPE OF RESPONSIBILITIES

- Order and distribute textbooks for core adoptions (includes digital adoptions) in a timely manner
- Coordinate delivery, school check-in and authorization of payment for adoption purchases
- Order and distribute intervention materials
- Order library books and needed supplies for repair (oversee locating of sources, checking prices/availability, inputting requisitions for approval).
- Maintain accurate purchasing records
- Keep database of district inventory of instructional materials
- Monitor district inventory
- Assist principals in ordering instructional materials due to growth and replacement
- Monitor textbook budgets; assist in preparation of textbook budget proposal for adoptions
- Communicate and work with publishers to ensure accuracy of orders
- Effectively communicate and maintain cooperative relationships with those contacted in the course of work
- Coordinate and monitor all purchases through Amazon
- Coordinate recycling of old materials and/or purchasing through Follett for credit
- Perform other duties, as assigned

QUALIFICATIONS

- High school diploma or equivalent
- Training as library cataloger
- Experience with use of cataloging software; Follett-Destiny
- Skill in computer operation and use of computer programs
- Use of telephone, fax, calculator, copier and other office equipment
- Ability to work harmoniously with others and to communicate effectively and appropriately, both verbally and in writing, with students, parents, and staff
- Ability to remain flexible and work with frequent interruptions

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate degree of physical stamina, with occasional lifting of up to 40 pounds. Ability to move freely around the office, making frequent trips from desk to counter, files and other locations within the building. Ability to sit for prolonged periods of time, as well as frequent standing, sitting and bending. Ability to use telephone, computer and other office equipment for extended periods of time.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.