

timelines; prepare, distribute and respond to a variety of correspondence.

Input, update and modify a variety of data related to instructional support materials and learning resources into an assigned computer system; establish and maintain automated records and files; initiate queries and generate computerized reports; verify accuracy and completeness of input and output data.

Monitor inventory levels of instructional support materials; assist in ordering, receiving, and maintaining adequate inventory levels of materials and resources; assist in the research, evaluation, and selection of instructional materials and resources according to staff and faculty needs and requests; communicate with staff and faculty available inventory of materials and resources on an ongoing basis.

Communicate with District staff, faculty, and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer, book binding machine, and assigned software.

Prepare and maintain a variety of lists, records, and reports related to instructional support materials, deliveries, overdue materials, inventory, requests, usage, and assigned activities; assist in researching and preparing orders for new and replacement materials, resources, and supplies.

Contact staff regarding lost or overdue materials and resources; prepare, generate and distribute notices regarding overdue materials and resources as needed.

Schedule and arrange for teacher previews of instructional support materials and learning resources.

Conduct special surveys and projects in support of instructional support materials, learning resources, and library services as required.

Support school site libraries in the circulation, maintenance, processing, and distribution of textbooks, and instructional materials.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE OF:

General practices, procedures, and techniques involved in the circulation of instructional support materials including academic and behavioral supports, curricular physical and supplemental manipulatives, and various other learning resources.

Basic functions, operations, and maintenance of an instructional support services center.

Telephone techniques and etiquette.

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

Proper methods of storing materials and supplies.

Record keeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy

ABILITY TO:

Perform a variety of activities involved in the circulation, distribution, receipt, and processing of instructional support materials and learning resources.

Reserve, issue, and distribute instructional support materials in response to staff and faculty needs and requests.

Assist faculty and staff in the location of instructional support materials.

Pull, prepare, sort, and organize materials and resources for delivery according to established procedures.

Check materials and resources in and out using an assigned computerized system.

Verify and inspect incoming materials for damage.

Operate a computer and assigned software.

Keyboard or input data at an§