

INSTRUCTIONAL RESOURCE ASSISTANT – TEXTBOOK

DEFINITION

Under supervision, to assist in providing textbook services within the District; to order, store and distribute textbooks; to perform routine clerical work; and to do related work as required.

EXAMPLES OF DUTIES

Maintain the district textbook display; keep records of district textbook adoptions; assist in the purchase of textbooks, setting up textbook previews, maintaining the State Matrix, and keeping publishers' files up-to-date; order, receive and distribute new textbooks, contacting publishers to verify prices and shipping dates and fees; maintain textbook store, keeping records and inventory of textbooks and expenditures; annually dispose of obsolete textbooks; circulate sets of textbooks to school sites; maintain accurate fiscal records for all expenditures of K-8 Instructional Materials Funds.

QUALIFICATIONS

Knowledge of

Storeroom procedures for receiving, placing and issuing materials; general filing, record and inventory procedures; bookkeeping processes; correct English, grammar, spelling and punctuation; modern office methods, procedures and practices, and office automation.

Ability to

Learn automated inventory and purchasing systems; maintain accurate storeroom inventories and records; make bookkeeping computations; lift and carry books; establish and maintain cooperative working relationships; type at a net corrected speed of 40 words per minute.

Experience

One year of experience which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent lifting and maneuvering of up to 30 to 35 pounds with occasional lifting and maneuvering of up to 50 pounds with or without assistance. Frequent standing or walking much of the time with twisting, bending, stooping, and squatting also required.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: June 28, 1978

Revised: June 7, 1990

Revised: February 10, 1998, effective March 1, 1998

Revised: February 8, 2005