

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: INSTRUCTIONAL MATERIALS TECHNICIAN

BASIC FUNCTION

Under the direction of a Principal or designee, to provide assistance to instructional staff and others in the use of instructional media equipment and the development and creation of a variety of instructional materials; to perform a variety of responsible and technical functions pertaining to the processing, storage, and distribution of instructional materials and equipment; to assist school staff in preparing a variety of display, illustration, lettering, and other art-related tasks in the preparation and exhibition of instructional materials and media; and to perform other related work as required. Incumbents in this classification processes and distributes a variety of instructional materials to instructional staff and others, which directly supports learning.

ESSENTIAL JOB FUNCTIONS

- Assists instructional personnel and others in the selection and use of instructional materials, computers and other instruction-related equipment (e.g., LCD projectors, Docucams, laminators, sound systems, laptops, iPads, printers, TVs)
- Orders and maintains instruction-related materials for use by instructional personnel; makes simple repairs, sends equipment out for repair
- Prepares special project materials, including layout, lettering, color design, and material selection
- Processes and circulates instructional materials; keeps track of materials and equipment use by instructional personnel
- Establishes and maintains a variety of manual and automated records and files pertaining to the instructional materials, including alphabetical, numerical, and subject matter files and records
- Participates in in-service training programs pertaining to the use of computers, specialized instructional media equipment, and audio and video equipment
- Performs a variety of creative and innovative functions in the preparation and display of instructional materials, bulletin board ideas, interest, and activity center suggestions
- Assists staff in the planning and development of instructional materials; provides training to instructional personnel on use of equipment
- Performs a variety of clerical functions, including typing, recording, abstracting data and similar tasks
- Maintains and updates scanning and copy code accounts for all staff on all copy machines
- Performs other duties related to the class as assigned

JOB REQUIREMENTS – QUALIFICATIONS**Skills, Knowledge and/or Abilities Required:**Skill to:

- Operate and instruct others in the use of instructional media equipment
- Utilize state-of-the-art data base, word processing and desktop publishing computer software
- Perform innovative and creative design, layout, and illustration activities

Knowledge of:

- Methods, techniques and procedures used to prepare and display instructional materials and media
- Materials, supplies, equipment and terminology used in an instructional materials center
- Art ideas, design, layout, lettering

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- Illustration methods, techniques, and procedures
- Modern office methods, procedures and techniques
- Advanced computer technology and software

Ability to:

- Maintain an effective storage and circulation system for instructional media and materials
- Communicate effectively in oral and written form
- Understand and carry out oral and written instructions
- Establish and maintain positive and effective working relationships
- Work courteously and tactfully with co-workers, students and parents
- Promote team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize and identify needs and solve problems independently as appropriate
- Suggest procedural improvements to supervisor as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain a high level of professionalism in keeping the needs of customers a top priority
- Keyboard at an acceptable rate of speed

PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform medium work, which involves lifting no more than 50 pounds at a time occasionally, with frequently lifting or carrying of objects weighing up to 25 pounds. The work may occasionally involve ascending stairs and ramps and involve sitting for extended periods of time. If someone can do medium work, it is deemed that he or she can also do sedentary and light work. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Two (2) years of experience in general clerical work, including experience in the preparation of instructional materials and performing services requiring a familiarity with record management and operational systems and procedures.

Education:

Equivalent to the completion of High School, including or supplemented by coursework or training in office procedures, Computer-Aided Design (CAD) or other related areas.