

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: TEXTBOOK CLERK

BASIC FUNCTION

Under the direction of the principal or designee, to be responsible for the performance of specialized clerical work in the distribution, circulation, and control of textbooks and student lockers; to circulate and maintain audiovisual equipment; to supervise the work of assigned student assistants and to do related work as required. Incumbents in this classification provide the distribution and control of textbooks, and supervise assigned student assistants, which directly supports learning.

ESSENTIAL JOB FUNCTIONS

- Establishes procedures for receipt and distribution of all textbooks
- Establishes procedures for assignment and control of student lockers and combinations; updates all locker assignments/changes in computer system; assists students with locker issues
- Maintains detailed records on books and lockers
- Prepares charges for lost and damaged books, including billing and receipt of money for loss and damages for parent notification of fines, charges and refunds through Parent Portal
- Collects payments for student fines/charges and completes reports for accounting purposes
- Maintain necessary records and accounts for all money received
- Organizes and supervises the return of all textbooks
- Prepares and maintains textbook/novel inventories manually or by barcode scanning technology
- Participates with supervisor in determining the number of books to be ordered for school
- Consults with administrators regarding book shortages; receives, inspects and processes books
- Oversees the circulation of audiovisual equipment
- Provides library supervision as needed
- Requisitions, orders and maintains an adequate inventory of supplies pertaining to textbook distribution
- Processes and catalogs all new textbook adoptions
- Assists with the issuance of passwords for the Accelerated Reader (A/R) test; creates reports for test results
- Repairs textbooks using bindery machine, book tape as appropriate; sends textbooks to professional bindery company
- Researches available instructional materials and teacher resources to assist students and teachers
- Trains and supervises student assistants
- May administer routine First Aid and contact appropriate person and agency in event of serious illness or injury
- Performs other duties related to the class as assigned

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

- Make mathematical calculations with speed and accuracy
- Perform simple bookkeeping, reports and related summaries

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Knowledge of:

- Modern office methods and equipment, including the preparation of business correspondence, filing, and standard office equipment operation
- English usage, spelling, grammar and punctuation
- Communicate effectively both orally and in writing
- Rules, regulations, laws and policies concerning textbooks
- Basic First Aid methods, procedures and techniques

Ability to:

- Direct and train assigned student assistants
- Maintain accurate files and records
- Suggest procedural improvements to supervisor as appropriate
- Perform specialized clerical work independently
- Change bulbs and perform similar minor repair of audiovisual equipment
- Compile and maintain accurate inventories and reports
- Adapt easily to work assignments, additional priorities and new procedures
- Maintain high level of professionalism while keeping the needs of customers a top priority
- Work courteously & cooperatively with co-workers, students, the public and parents
- Receive constructive criticism and modify work appropriately
- Promote team building and a positive work environment
- 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, and 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 varied and responsible clerical experience.

Education:

Equivalent to the graduation from High School, including or supplemented by a course in typing or other related skill areas.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possess and maintain a First Aid and CPR Certificate