

**Central Valley School District
Job Description #851**

TITLE District Curriculum Media Assistant

GENERAL SUMMARY

The Central Valley School District Curriculum Media Assistant performs a wide variety of tasks to help assure the smooth, efficient operation of the school district's curriculum library.

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the District Curriculum Media Assistant may perform all or a combination of the following:

1. Coordinate all activities in ordering, distribution and monitoring of curriculum library materials and budget.
2. Follow district procedures in ordering and purchasing all needed resources including purchase orders.
3. Assist district staff in locating and using supplemental materials housed in the curriculum library.
4. Word process/type neatly and accurately a variety of materials such as letters, memoranda, bulletins, reports, statistical data, spreadsheets, etc.
5. Maintain appropriate inventory and records.
6. Serve as an information resource regarding materials/supplies for Central Valley School District teachers.
7. Exhibit confidentiality, initiative, creativity and enthusiasm in perform job functions.
8. Respond to district staff and the public in a timely, cordial and courteous manner.
9. Attend pertinent workshops and training sessions.
10. Assist the Curriculum Department with the projects and budgets as needed.
11. Perform other duties as required.
12. Assist with general curriculum department duties as needed.

REPORTING RELATIONSHIPS

This position reports to the Executive Director of Teaching and Learning

MENTAL DEMANDS

May occasionally deal with distraught or difficult people. Required to attend to details and work with accuracy. Required to adapt to shifting priorities and to frequently re-channel work effort.

PHYSICAL DEMANDS

Required to sit for prolonged periods of time and is confined to work station. Exposed to visual display terminal; required to perform repetitive tasks continuously, dexterity and precision required in operation of computer. May require travel to various school sites. Lifting up to 50 pounds.

QUALIFICATION

1. Knowledgeable regarding use of office machines i.e., copier, calculator, computer, laminator, etc.
 2. Possess excellent organizational and communication skills.
 3. Possess demonstrated ability to systematically organize an inventory of many items and maintain adequate stocks to supply the needs of the schools.
 4. Skilled in use of computer including word processing, data base, spreadsheets, computer programs and purchase requisitions.
 5. Accurately type/word process 55 wpm.
 6. Possess a "customer service" orientation.
 7. Effective organizational skills to facilitate organization and prioritization to meet needs and deadlines.
 8. Possess the ability to work well independently.
 9. Possess the physical ability and strength sufficient to transport, lift and shelve curricular materials.
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UNIT AFFILIATION

PSE - Secretarial/Clerical

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Revised 08/94
Revised 06/04
Revised 07/05
Revised 06/09