San Leandro Unified School District
Job Description

Assessment, Instructional Materials and Multimedia Specialist I

Definition

Under the direction of the Director of Instructional Technology, Assessment, Research and Evaluation, the Specialist I performs clerical work related to the ordering, processing, issuing and inventory of supplies, materials and equipment. Clerical duties will include, but are not limited to use of computer and use of word processing and data base programs. Serve as support to Specialist II and District Supervisor.

Representative Duties and Responsibilities:

- Receives and inventories orders, checks against purchase order and reports discrepancies.
- Receives orders on ESCAPE system
- Receives, stores and prepares materials (e.g. hardware, software, textbooks, etc.) for distribution.
- Distribute materials and equipment to sites in a timely manner.
- Inventory and processes all of the district's audiovisual equipment, AV materials, computers and other technologies
- Conducts inventories of materials and equipment stored in Materials Center
- Maintains materials inventory (e.g. instructional materials, hardware, software and media equipment, etc.)
- Maintains storeroom in neat and orderly condition
- Submits oral and written reports to supervisor
- Supports training for staff on technology integration
- Prepares computerized and manual reports (e.g. scheduling reports/requests, textbook orders, costs, etc.)
- Assist with troubleshooting software/hardware issues (e.g. Chromebooks, etc.)
- Checks Help Desk for issues regarding software/hardware issues (e.g. Chromebooks, etc.)
- Assists Specialist II with coordinating, distributing and organizing the efficient distribution and return of testing materials (e.g. STAR, CELDT, CAHSEE, etc.)
- Provide technical assistance to sites and District personnel regarding assessment (e.g. SBAC, etc.) as needed
- Answers the telephone
- Assists other personnel, as may be required
- Assists in disposal of all obsolete books and materials
- Performs related duties as assigned

Qualifications:

Education and Experience

- High School Diploma or equivalent.
- Two years library experience preferred.

Knowledge of:

- Word processing and data base programs. Applicable software programs

- Basic clerical duties; Office practices and procedures

Ability to:

- Understand and carry out oral and written instructions
- Work independently
- Maintain a wide variety of inventories
- Maintain files, keep records manually and electronically
- Work cooperatively with district and site staff
- Establish and maintain effective working relationships, work as part of a team
- Understand and be sensitive to the diverse academic, socioeconomic, cultural, and ethnic backgrounds

Licenses and Other Requirements:

- Pass District Qualifying Test
- Valid California Driver's License and proof of current California auto liability insurance at time of Appointment and throughout employment in this classification
- Criminal Justice Fingerprint/Background Clearance
- TB Clearance

Working Conditions:

- May be required to work in district office, school, classroom, and meeting room settings
- Drive district vehicle for delivery and pickup of materials, troubleshooting hardware and/or software issues. (e.g. computers, textbooks, etc.)

Physical Requirements

Frequency Key; None (1); Occasional – up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4)

Activity	Frequency		Activity	Frequency
Bend	3		Lift/carry 0-10 lbs	3
Twist	3		Lift/carry 11-20 lbs	2
Squat	2		Lift/carry 21-30 lbs	2
Kneel	2		Lift/carry 31+ lbs	1
Climb	1		Stand	3
Reach above the shoulder	2		Walk	3
Grip/Grasp	2		Sit	3
Extend/Flex Neck	3		Drive	2
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to see	4		Ability to hear	4

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San Leandro Unified Board of Education Date Approved: 8/12/14

CSEA – San Leandro Chapter #94 Date Approved: _____

CSEA Karen Ross 8/12/14
CSEA Carol Alvarez 8/12/14