JOB DESCRIPTION
San Leandro Unified School District

Assessment, Instructional Materials and Multimedia Assistant

Purpose Statement

The job of Assessment, Instructional Materials and Multimedia Assistant is done for the purpose/s of providing support to the instructional process with specific responsibilities for ordering, processing, issuing and inventorying instructional supplies, materials and equipment; preparing orders for delivery; ensuring specifications, quantity and quality of orders are correct; verifying stock and identifying losses; and maintaining an organized layout and safe work environment.

This job reports to Director of Assessment and Accountability.

Essential Functions

- Assists other personnel (e.g. Specialist, etc.) for the purpose of supporting them in the completion of their work activities.
- Cleans storeroom for the purpose of maintaining a safe and orderly work area.
- Conducts inventories for the purpose of verifying stock and identifying losses.
- Distributes materials and equipment for the purpose of ensuring delivery to assigned locations and/or individuals.
- Maintains manual and electronic files and records (e.g. loss, expenditures, schedules, calendars, requisitions, inventories, etc.) for the purpose of documenting activities and providing reliable resource information.
- Orders equipment and supplies, as requested for the purpose of maintaining inventory and ensuring availability of required items.
- Participates in meetings, workshops and/or trainings (e.g. technology integration trainings, etc.) for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a variety of written materials (e.g. purchase orders, requisitions, reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Prepares orders by pulling from stock for the purpose of meeting delivery requirements.
- Processes the district's audiovisual equipment, audiovisual materials, computers and other technologies (e.g. logging into master files; bar coding, producing required reports, asset tags, etc.) for the purpose of ensuring assets are properly accounted for and available for District users.
- Processes report requests (e.g. order status, completed deliveries, current inventory, etc.) for the purpose of disseminating information to requesting parties.
- Receives items (e.g. hardware, software, textbooks, media equipment, etc.) for the purpose of verifying specifications, quantity and quality of orders are correct.
- Researches discrepancies on orders and/or invoices (e.g. overages, shortages, duplicate deliveries, etc.) for the purpose of correcting errors and/or returning damaged/incorrect items to vendors.
- Responds to inquiries from staff and vendors for the purpose of providing requested information and/or referring to appropriate resources.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Troubleshoots minor software and hardware issues (e.g. Chromebooks, etc.) for the purpose of resolving problems and/or referring on to Help Desk technicians.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in storeroom/delivery activities; preparing and maintaining accurate records; and operating standard office equipment including using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; and materials handling procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; adapting to changing work priorities; meeting deadlines and schedules; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 40% walking, and 20% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency

Required Testing Must pass district's qualifying exam

Certificates

Pre-Employment Training Required

Valid Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Board Approval Date	Salary Range
Non Exempt	November 10, 2015	38