

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: INSTRUCTIONAL MATERIALS TECHNICIAN

BASIC FUNCTION:

Under the supervision of an assigned administrator, performs responsible clerical and support services related to the organization, circulation, maintenance and record-keeping activities of an instructional materials center; administers and scores examinations of student enrollees or referred students; assists classroom teacher(s) in the instruction, supervision and training of individual or groups of students; orients teachers, staff and students to computerized learning programs and instructional software, and provides basic technical support as needed.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Receives, organizes, and maintains materials and equipment in an instructional materials center, including books, audiovisual materials, instructional software, curriculum guides, supplies, video recorders, and other related equipment.

Maintains circulation records; records and logs activities including the checking in/out and usage of instructional materials and equipment.

Contacts book publishers, distributors, and suppliers regarding instructional material availability, shipping/receiving instructions, and discrepancies.

Serves as a resource regarding available references; locates instructional materials; demonstrates the proper operation of equipment.

Prepares and assembles instructional exercises and materials as needed or assigned.

Responds to questions regarding the appropriateness and availability of instructional materials and equipment.

Orients teachers, staff, and students to the services, procedures, and activities of an instructional materials center; notifies teachers and other school staff of availability of textbooks, audiovisual materials, instructional software, and curriculum materials.

Assists with development of instructional lessons, courses, and units of study and/or related instructional areas.

Maintains and prepares files, forms, and routine correspondence.

Administers examinations of student enrollees or referred students in such areas as English language assessment, achieved academic level, math, reading, writing, high school equivalency and/or other individual/group achievement and aptitude assessments.

Scores examinations and forwards results to appropriate student, school or County Probation personnel.

Prepares testing reports for County Probation and Santa Clara County Office of Education staff.

Assists teacher in individual and group instruction of students in various learning situations including academic subjects, athletics and crafts.

Assists in supervising students, including students in locked facilities, to maintain effective learning environment, noting behavioral problems observed and applying approved disciplinary procedures.

May monitor students during bathroom visits as appropriate.

Assists teacher in the continuous monitoring of student progress, working with or tutoring students, reviewing students' performance and discussing students' needs.

Performs a variety of related clerical and record-keeping duties such as maintaining files, logging and reporting student attendance and incidents, collecting, recording, and filing absence notes.

Orients teachers, staff and students to computerized learning programs and instructional software; provides basic technical support and submits related service requests.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper office methods and procedures including filing systems and storage.

Correct English usage, grammar, spelling, vocabulary, and punctuation.

Basic examination administration procedures, principles, and practices.

Effective child guidance techniques.

Pertinent academic areas and learning situations.

Basic information technology and related equipment.

ABILITY TO:

Organize, and maintain instructional materials and equipment.

Learn the proper operation of applicable equipment used in an instructional materials center.

Understand and carry out oral and written instructions without immediate supervision.

Establish and maintain a variety of records, supplies and instructional materials.

Communicate effectively in both oral and written form.

Understand the needs of students in difficult circumstances and to effectively relate to these needs in a learning and/or recreational situation.

Interact with court-supervised students and students with special needs in a sensitive and positive manner.

Effectively supervise students in a variety of situations.

Perform a variety of clerical assignments with speed and accuracy.

Operate standard office and classroom equipment.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE:

Education:

Candidates must meet one of two conditions:

- Possession of a high school diploma or equivalent and at least 48 semester units earned at an institution of higher learning; or
- Possession of a high school diploma or equivalent and the ability to obtain a passing score on the local Paraprofessional assessment; and

Experience:

- One-year experience in testing administration or instructional support, serving students in at-risk, court-supervised or special needs programs.

ENVIRONMENT:

Juvenile Hall, Alternative Schools, and/or Special Education schools.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Seeing to read, prepare, and proofread documents, perform assigned duties.

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard and other equipment.

Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies, and lifting light objects.

Approved by Personnel Commission: May 8, 2019



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 05/08/19