

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

MEDIA AND INSTRUCTIONAL MATERIALS SUPPORT

SALARY SCHEDULE: SSP8

COST CENTER: CURRICULUM AND INSTRUCTION (9054)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Must take and pass the Registrar's Test prior to the position advertisement closing date.
School based experience in textbooks/media preferred.
- (3) Demonstrable Outlook, CrossPointe, SharePoint, and Microsoft Office experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Possess knowledge of and experience with computer systems. Ability to work alone or as part of a team. Ability to prioritize job responsibilities, remain flexible, and handle multiple tasks in stressful situations. Good time management, organization, and ability to demonstrate initiative. Good oral and written communication skills. Ability to effectively interface with supervisor, coworkers, vendors and all other department employees and school/district personnel.

REPORTS TO:

Cost Center Head or designee

JOB GOAL

To provide support for all instructional materials/media ordering and distribution processes, textbook and media inventory maintenance, and ongoing school based instructional materials/media needs as well as special projects within the department.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Support the annual textbook adoption process and assist in the instructional materials ordering/receipt and delivery process.
- * (2) Maintain accurate records of warehouse inventory and assist with school based inventories as requested.
- * (3) Assist in annual media/textbook inventory process/record keeping.
- * (4) Support school media centers through on-site visits as requested, media meeting agenda preparation and training, and regular record keeping and data base updates.
- * (5) Provide one year of ongoing support and mentoring for new elementary media aides.
- * (6) Facilitate the instructional materials process for Dual Enrollment/Early Admissions.
- * (7) Assist in departmental review and revision of electronic resources, our department website, and media guides.
- * (8) Communicate effectively with staff.
- * (9) Keep supervisor informed of potential problems or unusual events.
- * (10) Respond to inquiries and concerns in a timely manner.

- *(11) Demonstrate initiative in the performance of assigned responsibilities
- *(12) Provide for a safe and secure workplace.
- *(13) Model and maintain high ethical standards.
- *(14) Follow attendance, punctuality and proper dress rules.
- *(15) Maintain confidentiality regarding school matters.
- *(16) Maintain positive relationships with staff and vendors.
- *(17) Participate in department meetings, workshops and training sessions as required.
- *(18) Prepare all required reports and maintain all appropriate records.
- *(19) Follow all School Board policies, rules and regulations.
- *(20) Exhibit interpersonal skills to work as an effective team member.
- *(21) Demonstrate support for the School District and its goals and priorities.
- *(22) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

*Essential Performance Responsibilities