



INSTRUCTIONAL MATERIALS CENTER ASSISTANT

Rev. March 2025

Job No.: P138

Reports to: Instructional Materials Center Sr. Specialist

Dept./Campus: Elementary Curriculum

FLSA Status: Non-exempt

Pay Grade: PP1

Term: 226 Days

PRIMARY PURPOSE

To assist Instructional Materials Center Senior Specialist to receive, store, issue and deliver instructional materials, equipment, tools, and supplies, maintain inventory control, and perform required record keeping.

MAJOR RESPONSIBILITIES AND DUTIES

- Organize and build pallets of science modules for distribution to campuses.
- Organize and maintain Science Materials Center warehouse.
- Maintain accurate inventory of science modules in the Science Materials Center warehouse and main warehouse.
- Breakdown pallets and organize modules for refurbishing.
- Move inventory to various locations manually and by operating mechanical equipment, including forklift, pallet jack, and handcart.
- Handle multiple tasks that consider the needs of the campuses and materials available, as well as partner with Warehouse staff to prioritize the work.
- Assist in the purchasing of materials.
- Stock, distribute, prepare, and inventory science materials.
- Assist in the building and refurbishing of science modules.
- Care for living materials as needed.
- Conduct instructional materials replacement from the Instructional Materials Center to campuses as needed.
- Collaborate with Instructional Materials Senior Specialist, Plant Services, and other district staff around instructional material warehousing, storage and instructional support.
- Assist with the receiving of materials and supplies from outside vendors.
- Supports temporary refurbishing technicians.
- Plan and facilitate job tasks for students.
- Maintain a safe work environment and report unsafe conditions to lead or supervisor.
- Abide by district and state policies and guidelines.
- Maintain timely communication.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Graduation from an accredited high school or GED.
- Forklift certification preferred.

Knowledge/Skills/Abilities:

- Ability to communicate effectively; and use computer and to handle multiple tasks.

Mental/Physical/Environmental Demands:

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Must be able to move science modules and materials (up to 50 pounds).
- Prolonged standing, regular bending/stooping, pushing/pulling, reaching, lifting, and twisting
- Frequently moves items weighing up to 50 pounds
- Occasionally ascends/descends a ladder
- Constantly positions self to be able to reach items on ground or above head
- May be exposed to high or low outside temperatures
- Work in hot, dry, and dusty conditions as well as possibly cold, wet, and damp areas.
- Will work near or with moving mechanical equipment.
- Ability to solve problems and think ahead
- Ability to apply common sense in performing job.
- Ability to understand and follow basic instructions and guidelines.
- Use standard office equipment including personal computers and peripherals.
- Manage stressful situations, frequent interruptions, and changes in work priorities.
- Maintain composure and professionalism at all times.

Equipment Used:

Forklift, pallet-jack, handcart, equipment dollies, hand tools