



OaklandSchools

Position Opening
GENERAL ANNOUNCEMENT
Materials Center Technical Specialist
Special Populations
Posted December 21, 2017

Job Title:	Material Center Technical Specialist
FLSA Status:	Non-Exempt
Salary Range:	Market Range 6
Performance Area:	Instructional Services
Department:	Special Education
Supervisor Title:	Materials Center Manager

Position Summary: Research, create and problem-solve requests in the KLAS system for acquisition of alternate format education materials, assistive technology, and instructional products loaned to Local Education Agencies (LEA). Provide technical assistance, support and resolution of technical issues for Oakland Schools' consultants and LEA staff.

Essential Functions and Tasks:

- Research options available to meet the individual needs of students for instructional materials, assistive technology, and instructional products.
- Procure vendor price quotes in accordance with established procedures.
- Research new vendors and product availability; analyze pricing information to determine and compare costs, quality, and delivery.
- Create requisitions for purchase of items according to established procedures.
- Place orders for books and instructional products for items available through the Federal Quota program.
- Review all incoming orders from the customer on-line ordering system, make corrections as needed and assign orders to the correct Materials Center staff person.
- Interface with vendors to arrange for Braille transcription.
- Manage all aspects of the alternate format book and instructional product collections according to established procedures. Includes, but is not limited to inventory management, catalog records, shelf space and disposition.
- Inventory and clean all instructional products returned.
- Pull items from shelves, package items for shipment and deliver packages to designed areas for pick-up according to established procedures.
- Respond to customer requests from Oakland Schools and LEA staff for information and assistance according to established procedures.

- Provide technical assistance, support and training to Oakland Schools' consultants and LEA staff on the availability of alternate format materials, requesting, and related technical system issues.
- Assume primary support of the Materials Center Customer Service function.
- Coordinate and conduct training workshops.
- Assist in the loading, unloading, and storing of books, instructional products, resource materials and assistive technology as directed.
- Respond to a variety of data and information requests; create custom queries as needed.
- Assist in the development and maintenance of Materials Center standard operating procedures.
- Other duties as assigned.

Job Qualifications:

- High school diploma or general education degree (GED).
- Six or more months of related experience.
- Ability to reach, stoop, kneel, crouch and utilize various tools involved in the installation of computer equipment.
- The incumbent is also required to transport items weighing up to 50 pounds.

In addition to the qualification requirements set forth in this job description, the incumbent is also required to meet the “Key Work Competencies” expectations of Oakland Schools.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.

Employment Terms:

Twelve month work year. Salary based on the Progression Increment Salary System, Market Range 6 with an hourly range of \$26.995 to \$30.868.

Application Deadline:

Letters of interest and resumes will be accepted until 4:00 pm, January 17, 2018 or until position is filled.

Apply To:

- **Go to:** <https://oakland.k12.mi.us/employment/job-postings/pages/default.aspx>
- **Click** “View all Open Positions in OHRC Districts”
- **Click** “Broken Down by District”, **Click** “Oakland Schools”
- **Click** on Desired Position and on the “**Apply**” button in the upper right corner and follow prompts.

For questions regarding this position please contact Alicia Beck at 248.209.2143.

Oakland Schools does not discriminate on the basis of sex, race, color, national origin, religion, height, weight, marital status, sexual orientation (subject to the limits of applicable law), age, genetic information, or disability in its programs, services, activities or employment opportunities. Inquiries related to employment discrimination should be directed to the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at 248.209.2429. Title IX complaints should be directed to the Manager/Supervisor, Career Focused Education at 248.209.2160. For all other inquiries related to discrimination, contact the Executive Director of Legal Affairs at 248.209.2062. All complaints may be addressed to 2111 Pontiac Lake Road, Waterford, MI 48328-2736.

Before you submit your resume and letter of interest, please read the following important instructions/information:

- Please indicate in your letter of interest how you found out about this position opening and the title of the position you are applying for.
- If you are selected for a first round interview, Oakland Schools will contact you via telephone after the initial posting closing date. Resumes submitted on or prior to the initial posting closing date will be given first consideration.
- If you currently subscribe to a privacy manager telephone service, please be advised that this service may hinder Oakland Schools' ability to contact you for the purpose of scheduling an interview.