

## **TORRANCE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: EDUCATIONAL MATERIALS SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the Director - Purchasing and Administrative Services, perform responsible duties related to the purchasing and administration of educational materials, media, and areas in compliance with applicable codes, regulations, procedures and practices. Perform clerical duties in support of the purchasing and related function.

#### **REPRESENTATIVE DUTIES:**

Communicate with schools and departments to obtain information in order to coordinate and consolidate educational materials & media orders. **E**

Prepare and check accuracy of requisitions, report vouchers, invoices, and purchase orders; compute extensions, discounts, and taxes. **E**

Adhere to all State instructional material fund guidelines and procedures in the processing of fund related materials. **E**

Prepare State instructional material orders from information received from schools and the Curriculum Coordinators. **E**

Assist in budget monitoring of instructional material funds and related restricted funds as assigned. **E**

Provide technical assistance to school and staff as to current State and instructional materials ordering and fund requirements. **E**

Issue purchase orders; confirm pricing in the acquisition of materials, supplies, and equipment in specialized instructional areas. **E**

Follow up on purchase orders as needed; expedite invoicing, deliveries and resolve problems. **E**

Communicate with vendors and District personnel to obtain information, resolve discrepancies, correct errors, and clarify issues related educational materials invoices, statements, orders, and deliveries. **E**

Prepare related distribution schedules for educational materials and other media related information requested. **E**

Provide information regarding media, education material and other media related information requested. **E**

Provide clerical support and assistance to Purchasing staff as needed. **E**

Operate a variety of standard office equipment including: typewriter, calculator, computer work station, and copier. **E**

Maintain a variety of records, files, and schedules related to the procurement and coordination of educational materials. **E**

Answer telephones and provide assistance and information regarding status of purchase orders and related purchasing. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

District procedures, policies and regulations.  
Modern office practices, procedures and equipment.  
Methods, practices, terminology and procedures used in instructional materials.  
District organization, operations, and objectives.  
Record-keeping techniques.  
Operation of a variety of office equipment including a computer work station and processing data entry techniques.  
Oral and written communication skills.  
Telephone techniques and etiquette.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Perform a variety of responsible secretarial and clerical duties.  
Operation of a computer work station and data entry techniques.  
Provide information and assistance to school staff and outside agencies related to instructional material services, programs, and activities.  
Compose correspondence and written materials.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Type at 50 words per net minute from clear copy.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Meet schedules and time-lines.  
Assemble, organize, and prepare data for records and reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: college-level course work in secretarial science, word processing or related field and four years increasingly responsible clerical and secretarial experience, including at least one year of experience in a school district.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read a variety of materials; dexterity of hands and fingers to operate a computer keyboard. Bending, pushing, moving, lifting moderately heavy objects.