

ORANGE UNIFIED SCHOOL DISTRICT

DISTRICT TEXTBOOK TECHNICIAN

DEFINITION

Under general supervision, serves as office aide to a professional/management staff member at the District Instructional Materials Center; performs secretarial, record keeping, accounting and general clerical duties related to the adoption, purchase, processing and distribution of all textbooks used in Orange Unified School District.

Representative Duties

Manages the total District textbook ordering process including the initial contacts with publishers and their representatives. Receives, organizes and processes all textbook orders from elementary and secondary schools, including price update and status. Prepares for multiple data processing runs involving the textbook data bank on the District mainframe computer terminal. Maintains separate budget allotments for each school, handles all accounts payable as well as the overall State and District textbook budgets. Accountable for updating the District textbook inventory by school, supervising the warehousing of text materials and the distribution of orders. Responsible for the maintenance and update of both the State and District textbook catalogs.

Receives paperwork from coordinators in regard to pending textbook adoption selections and organizes the examination materials for the Instructional Materials Advisory Committee. Submits all paperwork for Board of Education approval and the 30-day review process. Follows up with complete adoption information distribution to schools, administration and the Board of Education. Keeps detailed and accurate records of all texts currently in adoption.

Other responsibilities include liaison and communication with principals, coordinators, District department chairmen, resource teachers, secondary media specialists, as well as publishers, purchasing department, and representatives; pressure from peak workloads, organization of paperwork, processes, and coordination of deliveries with school calendar times.

ENTRANCE QUALIFICATIONS GUIDE

Training and Experience – Equivalent to:

Graduation from high school, including or supplemented by training in typing and office practices; and

Three years of responsible office experience, in a position requiring responsibility, maturity and independent judgment.

Equivalencies: College level training and secretarial experience may substitute for each other on a year-for-year basis, to a maximum of two years.

Knowledges and Abilities

Good knowledge of: modern office methods, reception and telephone techniques, business forms, letter and report writing, and filing procedures; proof-reading and checking of copy;

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standard office equipment operation; correct English usage and vocabulary; spelling, grammar and punctuation; compiling of data and standard composition, safe working methods and procedures.

Familiarity with: basic objectives of school district; principles of staff and community relation; State and District textbook adoption rules, regulations and procedures.

Ability to: perform secretarial, office and clerical duties involving judgment and requiring accuracy and speed; devise and adapt office procedures; maintain a range of records and files; understand, interpret and apply rules and written directions; meet staff and professional personnel with tact and poise; compose standard correspondence independently from brief instructions; acquire technical information, terminology and procedures quickly; post and maintain records; maintain confidential materials; exercise good judgment in office operations.

Skills

Typing: 50 words per minute

Terminal Operation: Ability to learn and operate

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Light Work:

Positions in this class perform work which is primarily sedentary.

Mobility:

Positions in this class require the mobility to stand, stoop, reach and bend;

Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

Vision:

Positions in this class require vision (which may be corrected) to read small print.

Other Conditions:

Incumbents may be required to work at a video display terminal for prolonged periods.