JOB DESCRIPTION

SEASONAL TEXTBOOK ASSISTANT

JOB TITLE: Seasonal Textbook Assistant  WAGE/HOUR STATUS: Non-Exempt

REPORTS TO: Assistant Superintendent, Administrative and Pupil Services

TERMS: February 4 - May 31, 2019

DEPARTMENT: Administrative and Pupil Services  PAY GRADE: Seasonal Pay Rate (Position Ineligible for Benefits)

PRIMARY PURPOSE:
Assist in maintaining department textbooks for the district

QUALIFICATIONS:

Education/Certification:
High School diploma or GED

Special Knowledge/Skills:

- Computational, organizational and communication skills
- Ability to read basic operating instructions, labels and follow directions
- Demonstrate aptitude for successful fulfillment of assigned performance responsibilities
- Demonstrate ability to get along with others

Experience:
Minimum one year of experience

MAJOR RESPONSIBILITIES AND DUTIES:

1. Receive shipments by box count, matching packing slips with products
2. Assist with textbook labeling, separating books and filling orders to go to the campuses
3. Assist with tagging and scanning textbooks for inventory and preparing them for delivery
4. Assist with textbook inventories
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

5. Comply with district policies, as well as state and federal laws and regulations
6. Adhere to the district’s safety policies and procedures
7. Maintain confidentiality in the conduct of district business
8. Must be able to perform the essential functions of walking and interacting with district employees in the specific work site assigned (office setting)
9. Demonstrate regular and prompt attendance
10. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data
WORKING CONDITIONS: (continued)

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; regular lifting and carrying (15-65 pounds)

EVALUATION:

Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: ____________________________________________________________

Signature: ___________________________ Date: ____________________________

ESTABLISHED/REVISED: Jan., 2019