

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL MATERIALS TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director, Instructional Support, or designee, coordinate, plan, organize, and participate in the purchase, requisition, allocation, distribution, and inventory of instructional materials (e.g., textbooks, digital subscriptions, novels); assure timely distribution of Board-approved curriculum; coordinate financial aspects of instructional materials procurement.

ESSENTIAL FUNCTIONS:

Perform varied clerical duties in connection with the ordering and acquisition of instructional materials; prepare purchasing requisitions for current adoptions and textbook stock; assure compliance with applicable State regulations regarding curricular purchases.

Maintain an ongoing inventory of curricular materials for each school site; maintain related records; initiate orders for instructional materials based on inventory levels, projected enrollment, and student loss.

Prepare timelines for acquiring instructional materials; analyze elementary FTE updates and secondary student course requests to shift/order instructional materials for upcoming school year.

Communicate with publishers regarding book orders, invoices, book returns and cancellations by telephone or email; provide administrators with information to assist in ordering instructional materials.

Contact vendors by telephone or email regarding purchase of Board-approved instructional materials.

Obtain current prices through catalogs, telephone calls, correspondence, or quotes from vendors.

Assist in answering questions concerning instructional materials to be purchased and quantities to be ordered by District sites and departments.

Approve purchase requisitions for instructional materials, both digital and hardcopy, from school sites and departments that follow Board Policy 6161.2.

Assist district administrators and staff in maintaining an inventory of instructional materials and current adoptions; compare current number of materials to number of students to assure proper levels of inventory; provide ordering assistance for replacement of books.

Communicate with other departments, vendors and staff to exchange information and coordinate activities; follow up with departments to verify information and completeness of orders.

Maintain a variety of complex records and files; operate a computer and assigned software; organize and compile reports requiring use of independent judgment; collect and compile statistical data and prepare program-related reports and summaries.

Compose correspondence independently or from oral instructions as it relates to Williams audits, instructional material inventory, annual site purchase reimbursement for consumable instructional materials (e.g., science kits), new adoptions, and obsolete material procedures.

Provide site communication and training as needed and supervisor-approved to support library technicians with submitting transfer and replacement orders, cataloging of instructional materials, utilizing the district's inventory system (e.g., Follett/Destiny), and other applicable site supports.

Participate in and support Williams' Act audits; prepare related documentation to the County Office of Education; prepare site personnel for necessary materials and audit expectations. provide other site assistance for instructional materials as approved by the Director, Instructional Support.

Update and maintain internal-facing list of District approved and adopted textbooks for district personnel.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Principles and methods of ordering, processing, and record-keeping of instructional materials.

Inventory control and distribution practices.

Methods, practices, and procedures for ordering State-adopted textbooks purchased by the District.

Sources of supply and marketing practices of textbooks.

Operation of a computer and data entry and retrieval techniques.

Google Sheets, Forms, and Documents including updating documents to the department website.

Filing, indexing, and inventory procedures.

Modern office practices, procedures, and equipment.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Plan and schedule the ordering and purchase of textbooks and distribution of textbooks. Compile statistics and develop reports.

Train personnel with instructional materials, processes, and digital systems.

Evaluate work assignments and make responsible independent judgments.

Learn, apply, and explain policies, procedures, rules, and regulations.
Perform clerical duties such as filing, duplicating, and typing.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Plan, organize, and prioritize work.
Maintain consistent, punctual, and regular attendance.
Effectively read and analyze a variety of materials.
Effectively communicate to exchange and understand information.
Effectively operate a computer keyboard and standard office equipment.

EDUCATION AND EXPERIENCE REQUIRED:

High school diploma or equivalent and two years of experience related to inventorying, record-keeping, keyboarding, and/or customer service.

LICENSES AND OTHER REQUIREMENTS:

VALID DRIVER’S LICENSE

Type at a minimum of 35 words per minute from clear copy.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

BOARD APPROVED: October 6, 2026