



FLOWING WELLS SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE:	INSTRUCTIONAL MEDIA CENTER (IMC) ASSISTANT (ELEMENTARY AND JUNIOR HIGH)
DEPARTMENT:	School
REPORTS TO:	Principal or designee
FLSA STATUS/CLASSIFICATION:	Non-Exempt
SUPERVISORY DUTIES:	None
APPROVED ON:	04/26/2016

SUMMARY:

Assists the Administrative Assistant to the Principal with procurement of instructional materials, supplies, and equipment, media and business equipment maintenance/repair, completing inventory records for the school site, inputting purchase orders, and filling orders for copying and laminating.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Fulfills orders for copies, laminating, and grading services.
- Assists in coordinating and preparing instructional material orders.
- Assists in coordinating, preparing, and maintaining school records for purchase orders.
- Assists in the development and monitoring of budgets, inventories, and general related operations.
- Assists in maintaining records and files as required by the District for state audit.
- Assists with checking and reviewing records to verify charges, identify sources of error, and ensure school and District records are in agreement.
- Assists with maintaining all school inventories, i.e., building, grounds, furniture, equipment, computers, text books, etc., tagging items with District identification and numbers.
- Assists in preparing and processing all records for equipment transfer and disposal, and monitors the request for use of District equipment and furniture.
- Assists in coordinating and preparing annual capital outlay requests obtaining vendors, price quotes, and bids.
- Receives and disburses capital and instructional supply orders; monitors orders received to ensure vendors comply with district and school requirements and specifications.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to communicate effectively verbally and in writing.
- Ability to efficiently complete clerical tasks.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, vendors, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.
- Skills in time management.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- A high school diploma or equivalent.
- A minimum of 2 years of clerical experience.



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Computer Proficiency: Demonstrated strong proficiency in computer programs including Microsoft Excel and Word.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to thirty pounds.

WORK ENVIRONMENT:

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.