



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Media Resources Specialist

**Class Code: 1344
Work Days: 225**

GENERAL PURPOSE

Facilitate and plan activities and operations as they relate to textbook adoption and teacher training materials; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff
2. Exercises technical and functional supervision over technical and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
 2. Facilitate state mandated processes related to the review of textbooks, instructional materials and teacher training programs.
 3. Facilitate process for the selection of subject matter experts to review textbooks, instructional materials and teacher training programs.
 4. Schedule training for subject matter experts in the review process; coordinate training with California Department of Education.
 5. Distribute reviewed textbooks to educational community.
 6. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
 7. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
 8. Plan, prioritize, assign, supervise, and review the work of staff responsible for text book adoption and teacher training services; prepare work schedules for appropriate staff.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

9. Maintain library of required materials related to teacher training and textbook adoption.
10. Prepare, submit, and maintain reports related to assigned programs.
11. Answer questions and provide information to management staff, districts, schools, and the general public regarding related services, policies, and procedures.
12. Serve as a resource to district and county staff in the review and evaluation of newly adopted material.
13. Must demonstrate attendance sufficient to complete the duties of the position as required.
14. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Principles, methods, and practices of textbook adoption.
2. Principles of effective supervision, leadership, training, coaching and performance evaluation.
3. Federal, state and local laws, codes, and regulations affecting textbook adoption.

Ability and Skill to:

1. Plan, direct, and manage projects.
2. Establish and maintain effective working relationships with various constituencies.
3. Understand, interpret, and explain laws, codes, contracts, regulations, policies, and procedures.
4. Prepare clear and concise correspondence, reports, and other written materials.
5. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
6. Communicate clearly and concisely, both orally and in writing, in English.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is Bachelor's degree from an accredited college or university with major course work in business administration, library administration, or a related field, and two years of experience with instructional materials adoption process or related experience.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is moderately paced with moderate pressure.

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