



## CATALOGING SPECIALIST

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### Position Summary

Classifies, catalogs, and physically organizes newly acquired and existing instructional materials. Supports instruction across all schools by receiving, storing, rotating, delivering, shipping, and inventorying supplies to maintain an accurate district asset database as materials are issued or received from circulation. Maintain a current inventory system of non-cataloged curricular assets to inform monthly or quarterly restocking needs. Collaborates with district library media specialists and curriculum specialists to support district curriculum adoptions and the systematic dissemination of district curriculum assets, such as textbooks, print materials, science kits and math manipulative toolkits.

### Supervisory Relationship

This position reports to the Director of Curriculum; receives technical supervision and instructions from a lead person in Instruction.

### Essential Functions

1. Catalog, organize, and maintain district materials such as print, manipulatives and science kit materials. Items are cataloged using curriculum and/or content strands.
2. Use and update district library automation software in collaboration with District Librarian and Curriculum Specialists.
3. Collaborates with instructional staff to ensure accurate accounting and dissemination of instructional materials.
4. Maintains a comprehensive and accurate materials inventory.
5. Evaluate and classify materials such as books, content resource and manipulative items.
6. Move inventory, materials, equipment and supplies as scheduled or requested to appropriate destinations safely within identified time constraints. May require use of district equipment, including district vehicles, for moving.
7. Order and receive department supplies and curricula for multiple areas. Store department supplies and curricula as directed.
8. Communicate effectively with school office assistants, library specialists, and other staff when necessary to maintain accurate inventories.
9. Maintain a clean and safe work environment.
10. May require use of district equipment, including district vehicles, for moving materials, such as hydraulic lifts, forklifts, and other power equipment and motorized vehicles.
11. Maintains regular and prompt attendance.
12. Performs other duties as assigned.

### Required Knowledge, Skills and Abilities

1. Familiarity with asset management practices, procedures, and the district's asset management methods.

2. Required to lift and carry objects weighing up to 75 pounds, supply stocking, and other manual labor tasks.
3. Ability to communicate effectively with schools and departments.
4. Ability to work accurately; attention to detail.
5. Possession of a valid Oregon driver's license and a good driving record.

**Minimum Qualifications**

- Training or experience in cataloging, asset management, and inventory control, preferably in a school setting.
- Demonstrated ability to perform the requirements of the job.

**Work Environment**

Work is performed in schools, district facilities and departments. Work requires lifting of materials and supplies in the receiving and distribution of such items, typically between 25 to 75 pounds. Work requires prolonged standing, walking, and overhead work. Deliveries are made in various types of weather including inclement conditions.

<b>ADDITIONAL INFORMATION</b>	
<b>Employee Unit</b>	OSEA Classified
<b>Pay Grade</b>	Grade 11 – 12 Month Schedule
<b>Approved by</b>	Cydney Vandercar, Asst. Superintendent for Administrative Services
<b>Last revised</b>	June 15, 2021