



Park Hill School District

Position Description

POSITION TITLE: Resource Assistant

F.L.S.A. Non-Exempt

QUALIFICATIONS: High school diploma or G.E.D.; good computer skills; dependable, punctual and pleasant in dealing with people; strong organizational skills; ability to lift 40 lbs to chest height frequently; mobility, strength and endurance to move, sort & stack books frequently.

REPORTS TO: Coordinator of Media and Instructional Technology Services

TERMS OF EMPLOYMENT: 195 days (20 hours per week). No benefits.

PERFORMANCE RESPONSIBILITIES:

1. Supervise and manage the physical processing of textbooks for the school district.
2. Coordinate receiving and distributing of textbook orders for the school district.
3. Create and maintain inventory of all textbooks and support materials for the school district.
4. Work collaboratively with district administrators, district media specialists and school principals on textbook distribution to students.
5. Assist Coordinator of Media and Instructional Technology Services in other duties as assigned.

OTHER PERFORMANCE RESPONSIBILITIES:

Performs other duties deemed appropriate and necessary.