

Anoka Hennepin Independent School District #11 Position Standard

Curriculum Materials Attendant

Essential Functions:

- Maintain and manage elementary curriculum inventory and processes, including:
 - Placing Curriculum Orders, Barcoding materials, and maintaining an adopted list
 - Development of instructional kits
 - Collaborating with vendors and developing procedures to streamline management of resources
 - Recalling and recycling outdated materials
- Provide leadership and support for elementary curriculum secretaries at sites, including but not limited to:
 - Providing consultation and assistance in the management of inventory.
 - Providing training and ongoing support for: placing orders, using destiny, barcoding inventory, transferring curriculum, and other initiatives and procedures.
 - Maintaining consistent communication, including making site visits
- Provide curriculum materials as needed to sites based on section counts, professional development, and other needs.
- Collaborate with district departments to support elementary curriculum programming
- Support the implementation of Special Projects, including but not limited to:
 - Curriculum Adoptions
 - Large-scale curriculum transfers
 - Providing direction for Seasonal support staff

Minimum Qualifications:

- High School Diploma or equivalent.
- Good communications, interpersonal and recordkeeping skills.
- Ability/desire to work with technology and computers.
- Ability to work cooperatively with district staff.
- Ability to take direction.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Must be able to lift a minimum of 25 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

Physical Factors includes:

Constant: walking, pushing, stooping, squatting, repetitive arm, simple grasp, hearing, visual accommodation;

Frequent: lifting waist to chest, lifting below waist, pulling, kneeling, twisting, reaching, tasting/smelling, near vision, midrange vision, depth perception, field of vision;

Occasional: standing, sitting, reclining, lifting above shoulders, carrying, climbing, balancing, crouching, repetitive foot, firm grasp, fingering, feeling, talking, far vision.