

# Anoka Hennepin Independent School District #11

## Position Standard

### Curriculum Materials Attendant

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#### **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  - Recalling and recycling outdated materials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.
- Must be physically working in the building.

#### **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.