

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee is required to stand; walk; use hands to finger; reach with hands and arms; and talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO

Instructional Materials Manager

GENERAL RESPONSIBILITIES

1. Provides support for the Instructional Materials selection and procurement process for the District.

SPECIFIC RESPONSIBILITIES

1. Assists in the process for Instructional Materials Selection.
2. Assists in costing out the purchase of new adoptions to assist in Budget planning.
3. Assists in training of staff at school sites with ordering of textbooks, maintaining inventory, etc.
4. Edits Instructional Materials orders, processes orders and coordinates their delivery.
5. Approves payments for orders.
6. Prepares District Instructional Materials catalogs.
7. Maintains inventory of Instructional Materials in all schools with the support of the MIS system.
8. Coordinates disposal of surplus used Instructional Materials.
9. Assists in budget preparation.

10. Maintains sample library of adopted Instructional Materials.

11. Performs other duties as assigned.