

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 Executive Director, Secondary Programs

GENERAL RESPONSIBILITIES

1. Manages the instructional materials selection and procurement process for the District.
2. Supervises employees in the Instructional Materials Department.

SPECIFIC RESPONSIBILITIES

1. Coordinates selection matters for Instructional Materials Selection Committees.
2. Acts as liaison with the District, publisher, Florida School Book Depository and coordinates their delivery.
3. Works with school based administrators on Instructional Materials orders by processing orders and coordinating their delivery.
4. Approves payment for orders.
5. Prepares District Instructional Materials catalogs.
6. Works with school based administrators to maintain inventory of Instructional Materials in all schools with the support of the MIS system.
7. Coordinates disposal of surplus used Instructional Materials.
8. Assists in budget preparation.
9. Maintains sample library of adopted Instructional Materials.
10. Supervises employees in the Instructional Materials Department.
11. Performs other duties as assigned.