



EMPLOYEE NAME: _____

Revised: 1/03;6/05; 3/11; 10/12; 6/18;9/20

JOB DESCRIPTION

POSITION TITLE: K-12 Textbook Coordinator – Learning Resources	JOB CODE: 468A
DIVISION: Academic, Teaching and Learning	SALARY SCHEDULE: Prof/Supervisory Support Annual
DEPARTMENT: Applied Learning and Design	WORKDAYS: 238
REPORTS TO: Supervisor K-12 Learning Resources	PAY GRADE: Rank H (NK08)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Manages and coordinates all systems and activities associated with ordering, receiving, bar coding, warehousing, inventorying, and distributing all learning resources, instructional and testing materials used to support the needs of the school district.	

REQUIREMENTS:

1.	Educational Level: Bachelor’s degree or its equivalency required (2 years of similar work level experience = 1 year of college). A combination of experience and education may be used to meet the bachelor’s degree requirement; however, the work experience years used to qualify for the bachelor’s degree requirement cannot be used to meet the work experience requirement.
2.	Certification/License Required: Valid Georgia Driver’s License required; Commercial Driver's License is preferred
3.	Experience: 3 years of experience with inventory and/or warehouse functions; experience may include: managing resources and budgets; purchasing, shipping, and vendor follow up; production and efficiency analysis; performance monitoring; and documentation procedures; management, supervisory, or leadership experience preferred
4.	Physical Activities: Ability to lift boxes, equipment, and supplies weighing a maximum of 80 pounds; office and non-air-conditioned warehouse; exposure to outdoor and seasonal conditions
5.	Knowledge, Skills, & Abilities: Written and oral communication; organizational; supervisory; analytical and planning skills; professional written and oral communication; technology skills; interpersonal skills; public relations. Ability to deal sensitively and responsibly to the local schools, central office departments, vendors and various groups and organizations as needed

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Develops, implements, and monitors proper inventory control procedures for instructional materials used in district to ensure appropriate inventory.
3.	Uses and monitors the Textbook Management System(s) to oversee, manage, and verify the school district’s textbook inventory at the warehouse and all school sites.
4.	Develops textbook handling procedures and training for all school district locations, including the use of the automated textbook management system(s).
5.	Supervises, evaluates, and hires employees in the textbook warehouse as assigned.
6.	Manages resources effectively and efficiently.
7.	Oversees and directs the daily operations of the textbook warehouse.
8.	Monitors and provides textbook orders for timely delivery to schools for instruction and redistributes current inventory between schools according to enrollment, schedules, and student needs.
9.	Oversees the receipt, distribution and collection of all instructional materials used in the school district, as well as, coordinating the proper disposal of textbooks which are out of adoption.

10.	Assists in the inventory, coordination, and scheduling of testing materials used in the school district including, but not limited to, security, receiving, delivery, pickup, and vendor returns of materials.
11.	Demonstrates professional communication and works collaboratively with other district divisions as needed.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____