

Birmingham Community Charter High School

Textbook Clerk

Title: Textbook Clerk
FLSA Status: Non-Exempt
Reports to: Site Administrator
Supervises: N/A

DEFINITION:

Under the direction of the Site Administrator, maintains textbook and teaching materials inventory; orders textbooks and materials; tracks textbook budget and usage by department; and performs other related work as necessary.

ESSENTIAL FUNCTIONS:

- Reviews instructional material orders from administrators and faculty and confirms availability, price, delivery dates, and other pertinent information; places orders
- Delivers textbooks and student textbook cards at the beginning of the term and receives returned textbooks at the end of the term
- Maintains records of overdue, lost and damaged books and materials; keeps student accounts payable records; follows-up to ensure payment.
- Inputs purchase orders and maintains appropriate records of receipts and vendor invoices; processes materials for distribution to faculty and students.
- Counts and records book and material inventories when school is out of session
- Organizes and provides accessible storage for textbooks and related materials
- Maintains textbooks by removing graffiti, renumbering documents, and adding student name sheets as needed
- Maintains operational records by transferring data, calculating totals and subtotals, or compiling summaries
- Shelves books and keeps shelves in order
- Takes periodic inventory of instructional material
- Receives orders for textbooks and audio-visual equipment from administrators/teachers
- Processes textbooks by stamping, bar coding, pricing, shelving and add to database
- Performs related duties as assigned

KNOWLEDGE OF:

- Inventory accounting and ordering procedures for textbooks and instructional materials
- Purchasing practices
- Customer service principles and techniques
- Office filing and record keeping techniques
- Basic Arithmetic
- Copyright laws
- Oral and written communication skills

ABILITY TO:

- Operate a personal computer to utilize word processing and spreadsheet applications
- Operate a calculator
- Understand and follow specifications and instructions
- Schedule, organize, and complete work in accordance with deadlines
- Communicate effectively with school staff, faculty, students, publishers and vendors
- Demonstrate flexibility and respond to changing requirements and job assignments
- Work cooperatively with others

Textbook Clerk

- Work independently

EDUCATION:

Graduation from high school or evidence of equivalent educational proficiency.

EXPERIENCE:

One (1) year of clerical experience. Preferably within a library/textbook environment

SPECIAL:

Ability to communicate in a language other than English may be required for some positions

A valid California Driver License and use of an automobile may be required

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment
- Lift, carry, push, pull, bend, twist, stoop, kneel, and walk
- Perform light physical exertion
- Lift and carry 25 pounds
- Reach in all directions
- Stand, sit and walk for extended periods of time
- Work at a desk, conference table or in meetings of various configurations
- Read, interpret, and apply rules, regulations, policies and procedures

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date