

Job Title: Textbook Coordinator

Reports to: Assistant Superintendent

Dept./School: Instruction Office

PRIMARY PURPOSE:

To safeguard the district's investment in materials for students and teachers with efficient and effective accounting, warehousing, and purchasing procedures. To act as the centralized person between the district and the State, insuring that the Texas Education Agencies guidelines regarding textbooks are observed.

QUALIFICATIONS:

Education/Certification:

High School Diploma or G.E.D. preferred

Valid TX driver's license

Driving Record that meets the requirements of the district's insurance carrier

Special Knowledge/Skills:

Proficient skills in word processing, personal computer operation and high level of reading/analysis capability

Effective communication and interpersonal skills

Basic math skills

Ability to operate a personal computer

Knowledge of Region 10 Educational Service Center Request System

Preferred Experience:

Previous warehouse experience.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintain accountability of textbooks and resources by proper and timely posting of receipts, adjustments, issues, and conducting scheduled inventories.
2. Initiate contact with the TEA to order materials for each student and teacher in the district.

3. Verification of district enrollment with C-FB Administration to insure that all materials for teachers and students are available following the guidelines provided by the Texas Education Agency.
4. Request placement of adoption of new textbook on the Board Agendas and attend School Board meetings as applies.
5. Organize and oversee that the yearly textbook adoption process is meet by the Texas Education Agencies guidelines.
6. Complete annual textbook audits for all campuses and supply results to the campuses for collection of money for lost textbooks.
7. Supervise temporary summer employees to insure accurate and orderly textbook shipments for the start of school.
8. Maintain current records and files for all textbook requisitions, invoices, and forms.
9. Track delivery schedules for outstanding textbook orders from the publishers and issue status to the campuses.
10. Issue textbooks to campuses and maintain and textbook inventory throughout the school year.
11. Fill requisitions from stock items; verify accuracy of orders pulled; deliver finished orders to the requester and obtain the necessary signatures showing receipt of items.
12. Maintain the warehouse in an orderly manner by periodic cleaning, re-stocking, and any other necessary procedures.
13. Verify accuracy of shipment by counting, weighing, or measuring items and comparing size, weight, description, and code numbers with information on invoice or packing slip and purchase orders; record any discrepancies.
14. Store items according to established warehouse guidelines.
15. Perform other warehouse-related task as deemed necessary by the supervisor to meet district's needs and interest.

EQUIPMENT USED:

Typewriter, computer, printer, copier, calculator, multi-line telephone, fax machine, postage machine, and any and all equipment required for Safe, and Efficient operation of Warehouse responsibilities.

The foregoing statement describes the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required

Signature: _____ **Date:** _____