BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL
INSTRUCTIONAL MATERIALS CLERK

Title: Instructional Materials Clerk
FLSA Status: Non-Exempt
Reports to: Administrative Director
Supervises: N/A

DEFINITION:
Under the direction of the site administrator, maintains textbook, technology supply (chromebooks, hotspot, chargers) and teaching material inventory; requisitions textbooks and materials; issues textbooks to students and teachers and documents textbook returns; tracks textbook budget usage by department; and performs other related work as necessary

ESSENTIAL FUNCTIONS:

- Ensure every student receives designated textbooks, technology supplies (chromebooks, hotspot, chargers), and other assigned instructional materials.
- Review instructional material orders from administrators and faculty to confirm availability, price, delivery dates, and other pertinent information
- Deliver textbooks and other instructional materials at the beginning of the term and receive returned instructional materials at the end of the term
- Receive and respond to HelpDesk tickets for instructional materials orders requested by teachers. Perform basic Chromebook technical support for students and staff
- Assist with the distribution of instructional materials, such as textbooks, Chromebooks, etc
- Maintain records of overdue, lost and damaged books and instructional materials; keep student textbook and Chromebook accounts payable records;
- F ollow-up to ensure payment, including composing and sending mail correspondence to parent(s)/guardian(s) of students who have outstanding textbook/technology supply debts .
- Input purchase orders and maintain appropriate records of receipts and vendor invoices; processes materials for distribution to faculty and students.
- Communicate with vendors to ensure purchase orders have been processed, items have been received, etc.
- Count and records material inventories when school is out of session
- Organize and maintain Chromebooks and Chromebook cart
- Maintain instructional materials by removing graffiti and renumbering documents,
- Maintain operational records by transferring data, calculating totals and subtotals, and compiling summaries
- Shelve books and keep shelves in order
- Take periodic inventory of instructional materials, including but not limited to textbooks, technology supplies (Chromebooks, hotspot, chargers)

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- Receive orders for instructional materials and audio-visual equipment from administrators/teachers
- Process instructional materials by stamping, bar coding, pricing, shelving and adding items to inventory database
- Keep track of loaned Chromebooks and follow up to ensure they are returned
- Perform related duties as assigned

KNOWLEDGE OF:

- Inventory accounting and ordering procedures for textbooks and instructional materials
- Barcode scanning and data entry
- Requisition and purchasing practices and procedures
- Safety practices and procedures for lifting, carrying, pushing, pulling heavy objects
- Customer service principles and techniques
- Office filing and record keeping techniques
- Basic arithmetic
- Copyright laws

ABILITY TO:

- Count and record books and instructional materials under inventory
- Maintain and restore physical condition of textbooks and instructional materials
- Interact positively with students to reinforce their use, proper care and timely return of books and materials issued to them
- Operate a personal computer to utilize word processing, inventory database and spreadsheet applications
- Operate a calculator, assigned computer, barcoding equipment
- Understand and follow specifications and instructions
- Schedule, organize, and complete work in accordance with deadlines
- Receive, count, inventory, issue, deliver, lift, carry, pack, unbox, and maintain supplies of textbooks and other instructional materials and devices, including Chromebooks
- Communicate effectively with school staff, faculty, students, publishers and vendors
- Demonstrate flexibility and respond to changing requirements and job assignments
- Work cooperatively with others including students, faculty, staff, parents, and vendors
- Lift, carry, push, pull, items weighing 50 pounds (e.g. boxes of books) and push/pull maneuver safely a hand truck loaded with several boxes of books
- Adhere to safety practices and procedures
- Work independently

EDUCATION: Graduation from high school or evidence of equivalent educational proficiency.

EXPERIENCE: One (1) year of clerical experience preferred, ideally within a library/textbook environment.

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- 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 50 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.

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

_____ _____

Employee Signature Date

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