San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title: Textbook Clerk

Exemption Status: Non-Exempt

Reports to: Director of Curriculum & Instruction

Pay Grade: 04

Works with: District Personnel

Days: 226

Dept. /School: Curriculum Department

Date Revised: 07/23/2020

Primary Purpose:

Assists in the coordination of daily activities of school personnel concerned with receiving, sorting, inventory, issuing and shipping of instructional materials. Ensure adequate allotments of individual textbook titles provided through the state adoption process to the district. Ensures compliance with state and local policies in regard to instructional materials.

Prerequisites:

- High School Diploma or GED

Special Knowledge/Skills:

- The knowledge to keep accurate records and ability to produce reports through various Computer programs (Microsoft Office, etc.)

Major Responsibilities and Duties:

1. Perform daily activities in the processing of instructional materials.
2. Monitors correlation between student enrollment and local inventory of state and teacher edition textbooks in order to identify any surplus instructional materials to TEA.
3. Maintains adequate inventory of state adopted student and teacher editions and correlated instructional materials within the school district.
4. Deliver and retrieves instructional materials to all schools.
5. Assists in establishing, monitoring and updating district procedures for instructional materials operations to ensure compliance with state adopted policies.
6. Assists in the coordination of the annual end of year districtwide instructional materials inventory.
7. Assists in the monitoring and collection of funds for lost or stolen textbooks and related material.
8. Assists in establishing, monitoring, and updating district procedures for instructional materials operations to ensure compliance with state adopted policies.
9. Assist in the preparation and submission of all forms as required by TEA in regards to instructional materials operations.

10. Performs any other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; frequent bending/stooping; pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; frequent reaching

Lifting: Occasional light lifting and carrying (under 15 pounds)

Environment: Work alone; occasional district-wide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____