Adams12 Five Star Schools

3008

Job Description
Prepared/Revised Date: April 2026

Job Title:	**Manager, Instructional Materials Center**	Job Code:	**3008**
Job Family:	**Non-Certified**	FLSA Status:	**Exempt**
Pay Program:	**Administrative**	Pay Range:	**L11**
Typical Work Year:	**12 months**		

SUMMARY: The Instructional Materials Center (IMC) assists the district with processing incoming curriculum orders, guiding and supporting libraries across the district, and supporting the 1:1 device roll out with bar coding, inventory, and stakeholder engagement. This position is responsible for all general management functions over the IMC including leadership and oversight of customer service, daily operations, staff management, marketing, strategy, tactical planning, process improvement, knowledge management, compliance, and budget management.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. **Operations and Project Management**: Oversees operations and projects involving processing of millions of dollars of adopted curriculum and technology across the district each year. Manages demand, peak service events, staffing needs, and overall production/operations schedule throughout the year. Coordinates deadlines and manages demand with district stakeholders and schools, to ensure timely processing and delivery of work per standard operating procedures. Leads the development and/or refinement of standards, processes, procedures, and practices. Works daily with team to assess and support daily operations, and troubleshoot advanced or complex issues, while developing and improving the problem-solving capacity of the team. Ensures that best practice and work is taking place regarding asset management and assists with overall financial management of the department.	D	30%
2. **People and Team Culture Management**: Responsible for hiring and managing staff and continuously improving team culture and productivity. Responsible for hiring and managing vendors, contractors, part-time staff, and other third-party service providers. Reviews, approves, and verifies reported time in district time and labor system. Responsible for becoming familiar with the Classified Master Agreement for classified employees and knowing how to apply it appropriately in staff management settings. Responsible for ensuring succession planning in the team. Works to ensure a culture of participation across the team that invites contribution and incentivizes growth.	D	20%
3. **Customer Service Leadership**: Ensures that all lines of service provided by this team are meeting or exceeding agreed upon customer satisfaction standards. Develops and/or refines methods by which customer satisfaction, quality of work, responsiveness, and work completion are measured and improved. Ensures a focus on continuous improvement. Engages ESC and district-wide customers, staff, and stakeholders in envisioning improvements to customer service, and conformance with respect to law, policy, best practices, and standards. Ensures team availability and service levels during critical timeframes such as school start, and other important times throughout the year.	D	15%
4. **Collaboration and Knowledge Management**: Manages collaboration with key experts and stakeholders in diverse areas such as Strategic Technology Initiatives division in IT, Library Services in Learning Services, Warehouse in Financial Services, Curriculum and Instruction in Learning Services, etc. Ensures that the expertise of these key stakeholders helps inform key processes, projects and operations, and that all operations conform with district standards and needs and comply with law and policy. Maintains presence in professional associations and attends periodic industry meetings relevant to the areas covered in the scope of this job.	D	6%

5. **Library Manager and Resource Manager Product Ownership**: Serves as the product and business owner for Follett Destiny, leading product strategy, roadmap development, cross functional delivery, stakeholder engagement, feature enhancements, integrations, compliance alignment, and lifecycle management to optimize K-12 library and asset management operations across the district; develop and deliver user training and support documentation; lead internal marketing and communication efforts to promote product capabilities, drive district wide awareness and adoption; showcase system value through various means.	W	10%
6. **Strategic Leadership**: Develops and implements overall strategy including marketing, goals, objectives, and performance measures, based on input from customers, staff and IT leadership. Develops, tracks, and reports metrics and analysis relative to team performance, customer satisfaction, and stakeholder relationship management (with key stakeholders).	W	7%
7. **Technology and Process Leadership**: Ensures that the team stays abreast of changes in technology systems and processes in concert with IT, Learning Services, Finance, and other stakeholders across the ESC and the district. Provides input on behalf of the team with respect to best practices and standards that need to be met as part of any improvement or change management process in district-wide systems and processes that fall within the purview of the IMC, including but not limited to asset management, school library management, and device fleet asset management.	M	5%
8. Perform other duties as assigned.	Ongoing	2%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree required. Four (4) additional years of similar and relevant experience may be substituted for this requirement.
- Three (3) years of progressive experience in retail, customer service, technology, business, operations, education, and/or related fields.
- Supervisory or team leadership experience preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver's license
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Good oral and written communication, organizational and interpersonal skills.
- Ability to learn online ordering software programs from all approved Adams 12 vendors.
- Ability to learn and maintain textbook and ILS software.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Good computer skills
- Ability to use a handcart, or hand dolly.
- Ability to use bar coding equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Information Technology Officer	060301

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Instructional Materials Processor	3	090909
	Summer temporary staff	Varies	

- Responsible for disciplining, directing work, assigning work, training, evaluating and terminating.
- Collaborates with Library Services Coordinator on cataloging decisions.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Participate in monitoring the Instructional Materials Center budget and initiating requisitions.
- Provide budget recommendations.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environmental factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and fingers to handle and/or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk		X		
Hear		X		
Taste	X			
Smell (mold or mildew in books)		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish illustrations in color vs. black and white)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	