

Textbook Coordinator

Purpose Statement

The job of Textbook Coordinator is done for the purpose of providing support to the instructional program with specific responsibilities for coordinating site textbook inventory; documenting losses and monitoring procedures; distributing, collecting, implementing inventory, and organizing instructional texts; and collaborating with staff members.

This job reports to Assigned Supervisor

Essential Functions

- Assists teachers, students and administrators for the purpose of identifying textbook materials for use in classroom and/or class assignments.
- Coordinates with certificated staff (e.g. planning and conducting check out and return processes, etc.) for the purpose of ensuring the availability and location of all site textbooks.
- Coordinates requests of staff and students for the purpose of ensuring availability of textbooks.
- Maintains organized textbook storage for the purpose of providing an up-to-date reference and ensuring the availability of materials when required.
- Monitors inventory for the purpose of making repairs, providing support to instructors and students and recommending acquisitions.
- Oversees student aides and/or volunteers for the purpose of providing orientation, training and ensuring assignments are completed.
- Oversees textbook 'tracking' for the purpose of maintaining necessary textbook inventory.
- Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform functions.
- Performs circulation activities for the purpose of controlling the use, location and availability of items in the collection.
- Prepares data analysis for the purpose of providing documentation and information to others.
- Processes notices of missing, damaged, or overdue books for the purpose of providing and/or maintaining access to textbook resources and securing reimbursement for losses.
- Responds to inquiries of students, staff, and parents for the purpose of providing information and/or direction as required.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; applying assessment instruments; applying curriculum and instructional techniques; communicating effectively; and implementing inventory processes.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: district practices, terminology and procedures; concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing effective working relationships; adapting to changing work priorities; displaying mechanical aptitude; working with frequent interruptions; preparing and maintaining accurate records; communicating with diverse groups; dealing with frequent interruptions; maintaining confidentiality; meeting deadlines and schedules; organizing tasks; setting priorities; and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience: Job related experience is desired.

Education (Minimum): High school diploma or equivalent.

Equivalency: One year of clerical experience preferably in a school setting.

Required Testing

None Required

Continuing Educ. / Training

Maintains Certificates and/or Licenses

District Mandated Training

Certificates and Licenses

None Required

Clearances

Criminal Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Revised Date

Salary Grade

Range 16