

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Specialist Textbooks	Wage/Hour Status:	Non-Exempt
Reports To:	Supervisor – Distribution Services	Pay Range:	47B
Dept./School:	Distribution Services	Date Revised:	3/4/2020

Primary Purpose:

Oversee all instructional materials activity within the district, and coordinate that activity with the instructional materials warehouse staff.

Qualifications:

Education/Certification:

- High school diploma or equivalent (required)
- Valid Texas Driver’s License (CDL preferred)
- Driving record that is insurable with PISD insurance carrier

Special Knowledge/Skills:

- Excellent interpersonal skills
- Ability to think strategically and analyze issues
- Ability to interact with all people in a courteous and customer service focused manner
- Advanced computer knowledge and understanding of warehouse computer systems
- Inventory knowledge

Experience:

- Two years of experience in textbook warehouse operations

Major Responsibilities and Duties:

- Communicate daily to Supervisor and promote teamwork with all departments
- Oversee and evaluate instructional materials employees and the scheduling of daily activities
- Control and maintain records of all instructional materials activity within the district
- Oversee instructional materials shipments and report all shipping errors and/or discrepancies
- Verify all physical inventories and audits are completed
- Provide financial data for preparation of budgets

Job Title: Textbook Specialist

Work with curriculum coordinators & publishers on district instructional materials needs

Support the Campus Instructional Materials Coordinators

Check student and teacher eligibility

Document the collection of money from schools for lost instructional materials

Help develop training materials

Supervise temporary summer help

Update and maintain instructional materials database

Assist with morning/mid-day dock duties and closing down the distribution building

Keep current with warehouse equipment

Foster open communication and build relationships

Occasionally relocate as needed to other areas of the warehouse

Follow safety rules and procedures at all times to insure a safe environment

Follow all rules, regulations and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other duties and functions that may be assigned by the administration and/or supervisor

Supervisory Responsibilities:

Receiving/Shipping, daily activity of instructional materials warehouse staff

Equipment Used:

Including, but not limited to: computer, textbook software program, forklift, pallet jack, dolly and other material-handling equipment

Working Conditions:**Mental demands:**

Maintain emotional control under stress. Work with frequent interruptions.

Physical demands/environment:

Occasional prolonged and irregular hours. Standing, walking, sitting, stooping, bending and kneeling, pushing or pulling. Occasional lifting and carrying of 15-50 pounds. Repetitive motions, use of eye/hand coordination, speaking and listening, ability to see clearly, to judge distance and space. Work may be inside or outside with exposure to hot or cold temperatures, chemical hazards (dust, vapors and smoke); work on uneven or slippery surfaces, work on ladders and exposure to noise.

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Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 03/04/2020

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____