

 **Job Description**

**Job Title:** District Instructional Resources

Manager

**Department/School:** Technology

**Function:** Technology

**Wage/Hour Status:** Nonexempt

**Pay Grade:** OS12

# Reports to: Chief Technology Officer HR Date Approved:

# SUMMARY:

Provides specialized management of district Instructional Resource materials, including purchasing, receiving, tagging, deployment, reallocations, reports, training, and disposition. Works closely cross with campus and district administrators.

# BASIC DUTIES AND RESPONSIBILITIES:

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties and responsibilities noted herein, however, this list represents examples only, and is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

* Model core organizational beliefs and values; perform duties in an effective and efficient manner for the purpose of supporting and contributing to high student achievement
* Manage the procurement and distribution of Instructional Resource materials to ensure all staff and students achieve the highest level of success.
* Conduct annual and spot campus instructional resources audits.
* Create and deliver reports as needed to the Educational Support and Technology Departments to identify and report the availability and use of District procured instructional resources.
* Develop and maintain the instructional resource portfolio using identified district software and continuous improvement process.
* Design and deliver training for the procurement and management of instructional resources from IMAfunding to campuses administrators and staff.
* Maintain accurate and complete records as required; file all physical and computerized reports, records, and other documents required.
* Maintain and support process for removal of out of adoption Instructional Resource materials.
* Serve on the District's instructional Resources Adoption committee as an IMAresource.
* Create and maintain EMAT system orders for Instructional Resources
* Create and maintain Disbursement requests entered in EMAT system for Instructional Resource materials.
* Collaborate with District Coordinators and Directors on process and purchasing of new adoption materials.
* Collaborate with Publishers for purchasing of Instructional Materials.
* Utilize effective communication skills; ensure that all interactions are supportive, courteous, and respectful.
* Comply with the Employees Standards of Conduct. Maintain high level of confidentiality
* Comply with all policies, operating procedures, legal requirements, and verbal and written directives.
* Perform other related duties as assigned.

# SUPERVISORY RESPONSIBILITIES:

* None

# SKILLS AND KNOWLEDGE:

* Knowledge of school district organization, operations and administrative policies
* Knowledge of instructional material resources including digital content
* Ability to function in a self-directed manner
* Maintain expertise with technical skills, trainings, and certifications aligned with job responsibilities.
* Strong organizational, communication, and interpersonal skills
* Ability to use personal computer and appropriate software
* Basic math skills

**Equipment Used:** Computer, printer, calculator, copier, shredder, fax machine, scanner and multi-line telephone

# QUALIFICATIONS:

**Education/Certification:**

* High school diploma or equivalent
* Associates degree (preferred) or equivalent combination of education and experience
* Two or more current certifications (preferred)

# Experience:

* Four (4) years successful related experience to include procurement, accounts payable and/or project management

# MENTAL/PHYSICAL/ENVIRONMENTAL DEMANDS:

* Maintain emotional control under stress
* Work with frequent interruptions and multiple priorities
* Prolonged use of computer and repetitive hand motions
* Occasional prolonged hours
* Routine moving and lifting of up to 30 lbs.
* Standing, walking, sitting, stooping, bending, and kneeling

# INTENT AND ACKNOWLEDGEMENT:

*This description is intended to indicate the kinds of tasks and levels of work difficulty required of positions given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*

# Printed Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Supervisor Signature:.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**