



EAGLE MOUNTAIN SAGINAW ISD

Fostering a Culture of Excellence

Job Title: Instructional Materials Coordinator

Wage/Hour Status: Exempt

Reports to: Chief Academic Officer

Pay Grade: AM Pay Grade 4

Dept./School: Curriculum

Date Revised: 01/25/23

Primary Purpose:

Manage and coordinate the instructional materials of the district including software, textbooks, subscriptions and provisioning. To support the implementation of these instructional materials by providing technical assistance, inventory, and licensing control.

Qualifications: Education/Experience

- College degree preferred (Minimum High School Diploma, plus IT experience).
- Three years' experience of support in educational setting preferred
- Experience with inventory control/management preferred
- Experience with student management systems required
- Experience with user provisioning systems (Classlink, Identity Automation, etc.)

Special Knowledge/Skills

- Proficient in keyboarding and file maintenance skills
- Ability to develop and integrate spreadsheets, databases, word processing
- Knowledge of instructional software and user management maintenance

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Manage the central disposition of all District-wide Instructional materials.
2. Prepare correspondence, memorandums, forms, requisitions, purchase orders and reports for the Teaching and Learning department related to instructional materials using personal computer and district data management software.
3. Facilitate the district textbook adoption process with curriculum coordinators, administrators, and teachers.
4. Compile pertinent data related to instructional materials as needed when preparing various state and local reports.
5. Maintain physical and computerized departmental files related to instructional materials.
6. Receive and process requests for instructional materials.
7. Supervise the coordination of the delivery, inventory and distribution of instructional materials.
8. Coordinate and maintain district level textbook inventory data and submit data to the appropriate state agencies.
9. Monitor and process personnel time records including leave requests and reports; compile and submit to central office.

Data Base

1. Input all information on purchases of instructional materials in the district data management software.
2. Support the Technology Department with any hardware and software needs.
3. Maintain a budgetary log of all transactions approved by the curriculum department for instructional materials.
4. Assist with overseeing inventory assets by tagging equipment and maintaining the inventory data base.
5. Maintain district level accounting of textbooks and instructional materials along with ordering of textbooks and instructional materials.
6. Manage provisioning of electronic instructional materials to staff and students using the District’s management systems.
7. Coordinate access and completion of Student Data Privacy Agreements for current and new content and materials with other the Teaching and Learning staff and other departments as needed.

Purchasing

1. Prepare, process, and track all Instructional Materials Allotment orders and disbursements including inventorying all materials purchased with federal, local, grant, etc. funding.
2. Detect and resolve problems with incorrect orders, invoices and shipments regarding instructional materials.
3. Perform routine bookkeeping tasks to maintain appropriate department records including textbook and instructional materials inventories with campus and Teaching and Learning staff.

Other

1. Answer incoming calls, take reliable messages, and route to appropriate staff.
2. Support the technology department, when appropriate.
3. Maintain a schedule of appointments and make travel arrangements for department staff.
4. Maintain confidentiality of information.
5. Work in office, warehouse, and campus settings.
6. Work in a social environment with engaging customer service and support.
7. Perform other duties as assigned.

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress.
- Frequent standing, stooping, bending, pulling and pushing.
- Occasional work in a warehouse opening boxes.
- Move small stacks of textbooks, media equipment, desks, and other classroom equipment.
- Occasional prolonged or irregular hours may be required.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____

Position Details

Position Information

Listing ID: 221115001	Pay Range: \$68,446.00 to \$93,544.00 Salary
Position: PROFESSIONAL NON-CERTIFIED	Employment Type: Full Time
Assignment: COORDINATOR - INSTRUCTIONAL MATERIALS	Job Descriptions: Coordinator - Instructional Materials (Attachme View
Location: CENTRAL ADMIN COMPLEX	Application Deadline: Until Filled
Department: EDUCATIONAL SUPPORT SERVICES	

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Applicant Instructions

EXTERNAL APPLICANTS:
All external applicants may apply until position is filled.

Years Of Experience

1. Years of Experience in Education

Conditions of Employment

1. I hold, or am eligible to hold, certification for the position I seek with this application in the State of Texas.
2. I understand that upon employment I must provide my official transcript(s) and service record if applicable.
3. I understand Eagle Mountain-Saginaw ISD will conduct a criminal background check prior to employment. (Texas Education Code 22.083). I give my permission for such a criminal background check to be conducted. I understand that the information that I am providing about sex, age, and ethnicity will not be used to determine eligibility for employment, but will be used solely for the purpose of obtaining criminal history record information.
4. I understand that I may be required to submit to a fingerprint background check at my own expense before employment or at any time during my employment.
5. If necessary, I can provide verification of my legal right to work in the United States of America.
6. I authorize representatives of Eagle Mountain-Saginaw ISD to contact all persons and entities listed on this application and to make all contacts, inquiries and investigations which they deem necessary in order to verify my education, employment and police history. I consent to the release by third parties of information concerning my previous employment and pertinent information they may have, personal or otherwise, and release all parties from liability for any damage that may result from furnishing same to the District. I understand that Eagle Mountain-Saginaw ISD will keep such information in a confidential file, available only to appropriate district officials.
7. I understand this application and all supporting material submitted becomes the property of the Eagle Mountain-Saginaw ISD which reserves the right to accept or reject said application.
8. I understand that Eagle Mountain-Saginaw ISD is an equal opportunity employer and does not discriminate in hiring decisions based on any state or federally protected right.
9. I hereby affirm that all information, without exception, provided in this application is true and accurate to the best of my knowledge and understand that any deliberate falsification, misrepresentation, or omission of fact may be grounds for rejection of my application or employment or dismissal from subsequent employment by Eagle Mountain-Saginaw ISD.

General Questions

1. I AGREE TO ANSWER ALL QUESTIONS. PLEASE SELECT "YES" IN THE SPACE BELOW AND PROCEED WITH QUESTION #2.
2. Are you a current employee of the district?
3. If yes, what campus?
4. Are you related to any Eagle Mountain-Saginaw ISD employee or current member of the EMS ISD Board of Trustees?
5. If yes, please state name, position held, and relationship.
6. Are you a former Eagle Mountain-Saginaw ISD employee?
7. Have you retired from the Teacher Retirement System (TRS)?
8. If so, did you retire before September 1, 2005?
9. Are you an active member of TRS?
10. Please list at least three references (name, title, complete physical address with zip code, telephone number and, if available, an e-mail address). Include supervisors with whom you have worked that can provide first hand knowledge of your suitability for the position for which you are applying. Only one of the three references may be a personal reference.
11. Except for minor traffic violations such as parking or speeding, have you ever been arrested, convicted, fined, placed on probation, given a suspended sentence, given deferred adjudication, or forfeited bail in connection with any violation of law (misdemeanor or felony), regardless of whether formal charges were filed or subsequently dismissed?
12. If the answer to the previous question is yes, please state where, when, and the nature of the offense, and indicate whether the charges were dismissed as a condition of probation, suspension, or deferred adjudication. (Arrest for or conviction of a crime is not an automatic bar to employment. The District will consider the nature and date of the offense, and the relationship between the offense and the position for which you are applying.)
13. Moral turpitude is an act of baseness, vileness, or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons, including, but not limited to, theft, attempted theft, rape, swindling, and indecency with a minor. Have you ever been convicted of a felony involving moral turpitude and/or received deferred adjudication or probation?
14. If the answer to this question is yes, please explain.
15. Have you ever been involuntarily terminated, asked to resign from, or not reemployed by a public or private school while holding a teaching or non-teaching position, or while in any other type of employment?
16. If the answer to this question is yes, please explain.
17. Have you ever been reassigned or demoted due to a performance concern while employed by a public or private school in a teaching or non-teaching position, or while in any other type of employment?
18. If yes, please provide details.

19. Have you resigned from, or otherwise left, any type of employment to avoid investigation for alleged misconduct and/or dismissal in Texas or any other state or place?
20. If yes, please provide details.
21. Have you ever been placed on Administrative Leave?
22. If yes, please provide details.
23. Have you ever had a certificate, credential, license, application or permit, or other document authorizing public school service or teaching investigated, suspended, revoked, limited, reprimanded, voided, denied or otherwise rejected in Texas or any other state or place?
24. If yes, please provide details.
25. Why did you leave your last position?
26. Are you aware of any reasons why you would not be able to perform the duties of the position for which you are applying?
27. If yes, please explain?

Benefits

5 Days State Personal Leave;
7 Days Local Sick Leave;

\$300 District paid benefit for health insurance allotment. This benefit is only issued to eligible employees and contingent upon the enrollment in a medical insurance plan.

Note: If Position Assignment is PART-TIME, earned Leave Days accumulate at half rate.

Attachments

Letter of Interest
Resume*
References

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