

ARLINGTON INDEPENDENT SCHOOL DISTRICT

JOB TITLE: Coordinator of Instructional Materials **WAGE/HOUR:** Non-Exempt
REPORTS TO: Director of information and
Instructional Systems **PAY GRADE:** T4
DEPARTMENT: Instructional Materials **DAYS:** 243 Days

ROLE AND PURPOSE: Oversee all instructional materials tasks required to fulfill mandated Texas Education Laws. Such tasks will include the ongoing provisioning of appropriate physical and online instructional materials for students in each subject area, coordination between TEA, central staff and campuses to manage all instructional materials, maintenance of all state-adopted and district-owned instructional materials utilizing an inventory control system, pulling of orders and data entry.

QUALIFICATIONS:

Education/Certification:

- Bachelor's degree from accredited institution or equivalent education and/or work experience.

Experience:

- Ordering and distribution of instructional materials.
- Minimum of three (3) years' experience with Texas Education Agency (TEA) Instructional Materials Adoption and ordering process (EMAT).
- Minimum of three (3) years' experience with managing physical and online instructional materials.

SPECIAL KNOWLEDGE AND SKILLS:

- Possess strong project management and organizational skills with the ability to manage multiple projects and tasks simultaneously.
- Strong interpersonal and verbal communication skills to effectively interact with a wide range of constituencies in a diverse community.
- Ability to communicate effectively in writing.
- Customer service oriented with the ability to lead diverse groups of individuals to meet project goals and objectives.
- Knowledge of Texas Education Agency (TEA) instructional materials regulations, standards, and procedures.

MAJOR RESPONSIBILITIES AND DUTIES:

- I. **ADMINISTRATION AND FISCAL/FACILITIES MANAGEMENT**
 - A. Oversee the acquisition, distribution and accounting of all instructional materials.
 - B. Coordinate and manage the district instructional material management system (TIPWeb) to maintain records of activity of all material distributions and transfers into and out of Arlington ISD, as well as distributions and transfers of instructional material within Arlington ISD.
 - C. Order, receive and distribute instructional material for all state-adopted core curriculum and elective courses according to guidelines established by TEA, board policies and administrative regulations.
 - D. Facilitate and work with other staff members to ensure selection and implementation of appropriate instructional material through the TEA instructional material adoption cycle.
 - E. Coordinate with staff to ensure accurate student and teacher population information is available to facilitate instructional material ordering.
 - F. Coordinate with instructional materials warehouse staff to ensure timely delivery and transfer of instructional material.
 - G. Conduct ongoing training of campus instructional material coordinators on the procedures to acquire, distribute, maintain and account for an adequate supply of instructional material for each campus.
 - H. Establish and maintain strong working relationships with TEA, vendors, teachers, and administrators.
 - I. Keep informed of and comply with state, district, and school regulations and policies related to instructional material.
 - J. Work with TEA to ensure all appropriate legal requirements related to instructional material are met.

- K. Compile, maintain, and file all physical and computerized reports, records, and other documentation related to instructional material
- L. Attend and participate in appropriate administrative meetings
- M. Perform annual campus audits to verify inventory records of all instructional material and ensure accountability per district policy for all lost and/or damaged resources
- N. Facilitate the identification and recommendation of instructional material for disposal to Assistant Superintendent of Technology for Board approval

II. SCHOOL/COMMUNITY RELATIONS

- A. Maintain contact with business, industry, and/or institutions concerning technological trends and applications
- B. Ensure that the goals and objectives of the district are being met
- C. Participate in the information gathering process as needed across the district
- D. Assist in the communication of technology needs to district and/or campus staff as necessary.

III. PROFESSIONAL GROWTH AND DEVELOPMENT

- A. Attend appropriate professional learning opportunities
- B. Seek and accept comments from administrators, department heads, and other school personnel to improve services provided
- C. Meet with other school districts for the purpose of sharing ideas that will ultimately improve processes and systems across all areas of the district

IV. SUPERVISORY RESPONSIBILITIES

- A. Oversight of Instructional Materials Department staff members along with other personnel (internal and contracted) as needed for completion of assigned tasks

V. MISCELLANEOUS

- A. Performs other duties as may be assigned.

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

[Redacted Signature]

Date

[Redacted Date]

Reviewed by

[Redacted Signature]

Date

[Redacted Date]

Received by

[Redacted Signature]

Date

[Redacted Date]

UPDATED: March 7, 2018