

Coppell ISD

District Textbook/IMA Specialist (1345)

JOB POSTING

Job Details

<i>Title</i>	District Textbook/IMA Specialist
<i>Posting ID</i>	1345
<i>Description</i>	Job Title: District Textbook/IMA Specialist
	Reports to: Director of Purchasing
	Dept/Campus: Business Department/Service Center
	Wage/Hour Status: Nonexempt
	Pay Grade: 204
	Days Per Year: 226

Primary Purpose

Oversee and manage all aspects of the instructional materials allotment (IMA) and the receiving, shipping, delivering, transferring, and maintaining all textbook activity with the district as well as coordination with TEA Textbook Division. Supervision of part-time and summer textbook workers as needed.

Qualifications

Education/Certification

- High school diploma or GED.

Special Knowledge/Skills

- Knowledge of basic accounting procedures;
- Ability to use personal computer and software to develop spreadsheets databases and do word processing;
- Proficiency in use of 10-key calculator, file maintenance, and office machines;
- Ability to maintain auditable records;
- Ability to work with numbers in accurate and rapid manner to meet established deadlines;
- Utilize and adhere to the State's purchasing guidelines while maintaining the best interests of the students in the district;
- Ability to communicate effectively and strong organizational and interpersonal skills (verbal and written).

Experience

- Two years of K-12 School District textbook tracking experience preferred

Major Responsibilities and Duties

- Receive, deliver, transfer, and ship/issue textbooks as needed (inter and intra district);
- Receives instructional allotment orders approved by Assistant Superintendent for Curriculum and Instruction;
- Manage and maintain all instructional materials allotment (IMA) transactions and orders;
- Communicates and coordinates with Assistant Principals and/or the custodians of campus textbooks;
- Plans and directs the purchasing, receipting, and distribution of required inventory and stock control program for textbooks;
- Enters Disbursement requests and Requisitions into the State EMAT ordering system;
- Responsible for letting the Business Office know when Disbursement orders have been placed with the State;
- Maintains computer tracking system of all textbooks;
- Receives, verifies, processes, and distributes textbook orders;
- Maintains district records of textbook transfers and distributions;

- Enters Purchase Orders for textbooks that are not requisitioned through EMAT. Ensures that there are no duplicates on other campuses;
- Collects, counts and returns out-of-adoption textbooks;
- Oversees annual textbook audits at all campuses;
- Responsible for petty cash distribution and reconciliation for the Business Office;
- Assists with verifying W-9 forms;
- Assists with opening and distributing the mail for Service Center staff and the posting of metered mail for the Service Center;
- Assists with preparing deposits and deposit log reports as needed for Accounts Payable Department and the Child Nutrition department;
- Enters Journal Entries for Director of Accounting as needed;
- Categorizes vendors interested in doing business with Coppell ISD;
- Assisting in the cross-training of the scanning of the student records housed at the Coppell ISD Service Center;
- Operate Forklift on occasion;
- Communicate with publishers;
- Order Braille and Visually Impaired materials and return them after use.
- Demonstrates behavior that is professional, ethical, and responsible;
- Follows all rules, regulations, and policies of the Coppell ISD;
- Performs other duties as assigned.

Supervisory Responsibilities

- Oversee and manage part-time textbook employee to help distribute, deliver, and pickup textbooks as needed;
- Oversee summer textbook help (subs) during the high peak textbook season.

Equipment Used

- Personal computer, postage machine, printer, copier, fax machine, and calculator.

Working Conditions

Mental Demands/Physical Demands/Environmental Factors:

- Maintain emotional control under stress;
- Reading, organizational, communication (verbal and written), and interpersonal skills;
- Ability to utilize a computer;
- Walking, standing, climbing, stooping, bending, kneeling, and reaching;
- Moderate lifting and carrying, up to 40 lbs.

Shift Type

Full-Time

Salary Range

Annual

Location

Support Services-Business Office

Applications Accepted

Start Date

03/29/2018