



JOB TITLE	DEPARTMENT	REPORTS TO
Instructional Materials Specialist	Curriculum	Director of Curriculum

Position No: 63099	Length of Work Year: 12 Months
Salary Schedule: P12	Date Approved: 6/23/15
FSLA: Non-exempt	Date Revised: 5/6/21

JOB GOAL
To coordinate the procurement, distribution and inventory of instructional materials.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High school diploma with three years school-related experience; Associates Degree preferred. 2. Ability to work with diverse groups and effectively communicate both orally and in writing. 3. Ability to plan, organize and prioritize. 4. Ability to write reports, business correspondence, and procedure manuals. 5. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities. 6. Knowledge of inventory control procedures and textbook procurement procedures. 7. Knowledge of state statutes, State Board of Education rules and local School Board policies pertaining to areas of responsibility. 8. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Adheres to state statutes and implements district policy affecting instructional materials evaluation, acquisition and accountability. 2. Consults with District curricular staff to determine subject areas where new District adoptions are needed. 3. Maintains department website and listing of district adopted instructional materials. 4. Works with district and school-based administrators on instructional materials orders by preparing and processing orders. 5. Acts as liaison with the District, publishers, Florida School Book Depository, colleges, universities, schools and students; coordinates deliveries. 6. Works with school-based administrators to maintain inventory of instructional materials in all schools with the support of the ITS system. 7. Coordinates disposal of surplus used instructional materials. 8. Collaborates in the development of the centralized Dual Enrollment Distribution Center. 9. Operates the centralized Dual Enrollment Distribution Center to comply with state statute and articulation agreements with participating colleges and universities. 10. To perform other duties as assigned by supervisor.

PHYSICAL DEMAND CLASS:
Light-Medium (LM) - Frequent lifting and carrying of objects weighing 20 pounds or less. Infrequent lifting and carrying of objects weighing 21-50 pounds. Frequent walking and/or standing is required to carry out duties.