



MORAGA SCHOOL DISTRICT – HUMAN RESOURCES

- Title:** Textbook Coordinator
- Reports to:** Director of Curriculum and Instruction
- Work Year:** 11 month, part time position
- Salary Range:** 5

Definition: This District Textbook Coordinator is responsible for ensuring that District schools have textbooks and related materials for K-8 students and faculty under the direction of the Director of Curriculum and Instruction and the four school District principals. This position purchases, processes, distributes and maintains accurate and up-to date inventory of all District textbooks and related materials.

Representative duties:

- Work with publishers' representatives and District text adoption committee members to order newly adopted materials
- Prepare and reconcile purchase orders for all textbooks and related materials
- Process all new curricular materials prior to distribution
- Receive and distribute materials to sites/teachers as needed
- Process textbook and learning material requests from teachers and principals
- Keep up-to-date records and inventory of all textbooks and related materials
- Prepare billings and receive payments for lost or damaged textbooks
- Replace/replenish textbooks as necessary
- Prepare requests to declare materials obsolete as necessary; once the request is approved, dispose of materials appropriately
- Keep necessary information from publishers and used book companies on file
- Repair textbooks as needed
- Responsible for checking in and out textbooks and related materials to students and teachers at the middle school
- Maintains student and faculty database for textbook and library circulation systems
- Assists in yearbook distribution
- Other related duties as assigned

Ability to:

- follow oral and written instruction
- establish and maintain cooperative relationships using tact, patience and courtesy with students and adults
- work at a variety of tasks with interruptions
- work independently
- meet schedules and timelines
- multi-task
- perform mathematical calculations with accuracy



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Knowledge:

- care and maintenance of standard office equipment
- correct English usage, spelling, grammar and punctuation
- basic process involved in purchase orders, ordering from vendors, receiving, and distributing materials and textbooks.
- general clerical principles, practices, and office procedures
- effective oral and written communication
- basic budgeting

Skills:

- computer skills in a variety of computer programs including technical software programs, textbook managerial software, word processing, database updates, email functions
- independent decision-making skills

Education: High School diploma or equivalent

Experience: Two years clerical experience preferably in an educational environment

Physical Requirements: While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear, use hands and fingers; occasionally required to handle, feel or operate objects, reach with hands and arms, stoop, kneel, crouch; must occasionally lift and or move up to 25 pounds; specific vision abilities required by this job include close vision and the ability to adjust focus.