



## Textbook Coordinator Assistant

### Job Overview

The job of Textbook Coordinator Assistant was established for the purpose of providing a variety of technical and administrative duties and support to the Textbook Warehouse Supervisor including ordering, shipping, and inventory management.

This position reports to the Director of Curriculum.

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### Job Functions

- Maintains inventory at textbook warehouse and works to effectively optimize storage space as needed.
  - Keeps centralized spreadsheets recording core texts delivered to individual schools.
  - Creates and maintains various manuals, electronic documents, files, and records for the purpose of providing up-to-date information as needed.
  - Collaborates with internal and external personnel to implement and/or maintain services and programs.
  - Utilizes Microsoft Office suite of programs including Excel as well as library management software including the Follett/Destiny system to receive orders and track inventory.
- Requests quotes for instructional materials and library supplies from publishers, textbook distributors, and other vendors.
- Receives shipments of instructional and related materials.
  - Unpacks shipments.
  - Bar codes materials as appropriate.
  - Inventories received materials and inputs them into the Follett/Destiny library management software system.
  - Packages and labels instructional materials for release and shipment to schools.
  - Prepare material for delivery, including creating work orders for delivery.
  - Monitors delays and/or other shipping issues and under supervision, ensures resolutions as needed.
- Communicates with schools
  - Researches, investigates, and answers incoming correspondence and/or telephone calls.
  - Conveys information regarding orders and deliveries via emails and calls.
  - Communicates timelines for deliveries of instructional materials and library supplies.
- Participates in meetings, trainings, workshops, etc. as required to improve the performance of job functions.

*Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.*

### Travel

Some travel within the District may be required.

### Working Environment

The job is performed under conditions with potential exposure to risk of injury and/or illness.

Generally, the job requires 75% sitting, 10% walking, and 15% standing.

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling. The job is generally performed in a hazard free environment under minimal temperature variations.

### Qualifications

**Minimum experience:** 1 or more year of job-related experience in a warehouse and/or schools environment is strongly preferred.

**Minimum education:** High school diploma or equivalent.



The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Knowledge of district regulations and policies and ability to maintain compliance with them.
- Knowledge of basic math.
- Working knowledge of inventory management and inventory systems.
- Working knowledge of budgeting.
- Skill in collecting, analyzing, and maintaining data.
- Skill in problem solving to analyze issues and create action plans to resolve.
- Ability to provide excellent customer service; problem solve; apply pertinent policies, regulations and/or laws; prepare and maintain accurate records; and operate standard office equipment including pertinent software applications.
- Ability to create, manipulate and maintain spreadsheets.
- Ability to gather, prepare and maintain accurate records and compose a variety of documents.
- Ability to read and interpret materials.
- Ability to determine trends and/or make recommendations.
- Ability to communicate effectively, both orally and in writing with diverse groups.
- Ability to work with multiple departments and stakeholders.
- Ability to examine and modify the flow of work to increase productivity.
- Ability to meet deadlines and schedules as well as to set and execute priorities.
- Ability to establish and maintain effective working relationships.

**Required Testing:** None

**Continuing Education/Training:** None

**Required Certificates and/or Licenses:** None

**Clearances:** Criminal Justice Fingerprint/Background Clearance

**FLSA Status:** Non-Exempt

**Employee Type:** Classified

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