

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### MANAGER, Instructional Materials

#### QUALIFICATIONS

- Bachelor's Degree in Business or Education.
- Two (2) years of experience in a management position.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications and technology as related to specific job functions.

#### SUPERVISION

**REPORTS TO** Coordinator, Instructional Resources  
**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To assist in planning, coordinating, and managing the operations and support services of the District instructional materials program.*

#### PERFORMANCE RESPONSIBILITIES

1. \* Manage the central disposition of all District adopted instructional materials.
2. \* Monitor, evaluate, and develop advancements to the instructional materials program, as directed.
3. \* Generate tracking, distribution, workbook, and other required reports.
4. \* Prepare materials for, and assist with, instructional materials adoption committee meetings.
5. \* Coordinate scheduling and delivery goals with the Distribution Services Manager overseeing the District's warehouse/depository.
6. \* Support purchasing, receiving, and disbursement of district adopted instructional materials.
7. \* Assist with shipment delivery verifications, as necessary.
8. \* Coordinate surplus instructional materials collection, distribution and removal with school textbook managers.
9. \* Implement requirements of law for surplus and obsolete instructional materials.
10. \* Maintain the electronic database software inventory of district adopted and supplied instructional materials.
11. \* Participate in inventory program software training and provide technical assistance to school personnel, as needed.
12. \* Track Dual Enrollment student data and compile reports to verify billing for payment approval.
13. \* As project approver, monitor statutory compliance of school purchases with state funds.
14. \* Respond to inquiries or questions regarding instructional materials policies and procedures.
15. Perform other duties as assigned by the Coordinator, Instructional Resources.

*\*Denotes essential job function/ADA*

#### EQUIPMENT / MATERIALS

Standard Office Equipment

# MANAGER, Instructional Materials, Page 2

## PHYSICAL REQUIREMENTS

**Light Work** Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

## PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.  
**Climbing** Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.  
**Balancing** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.  
**Bending** Lowering the body forward from the waist.  
**Stooping** Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.  
**Kneeling** Bending legs at knee to come to a rest on knee or knees.  
**Crouching** Bending the body downward and forward by bending leg and spine.  
**Twisting** Moving body from the waist using a turning motion.  
**Reaching** Extending hand(s) and arm(s) in any direction.  
**Pushing** Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.  
**Pulling** Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.  
**Lifting** Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.  
**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Grasping** Applying pressure to an object with the fingers and palm.  
**Repetitive Motions** Substantial and continuous movements of the wrists, hands, and/or fingers.  
**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**None** The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

## TERMS OF EMPLOYMENT

### PAY GRADE

**C-C \$31,925 - \$56,694**  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 05  
EEO-5 Line 43  
Function 6200  
Job Code 1608  
Survey Code 62013

### FLSA

Applicable  
 Not applicable

ADA Information Provided by Kathy Green  
Position Description Prepared by Kathy Green

### BOARD APPROVED

July 27, 2010  
June 15, 1993  
Previous Board Approval