

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Manager, Instructional Materials	REPORTS TO:	Executive Director, Curriculum and Instruction
DEPARTMENT:	Curriculum and Instruction	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	028
ISSUED:	October 22, 2002		

BASIC FUNCTION:

Plan, organize, control and manage the textbook adoption program and supervise the functions, activities and staff of the Instructional Materials Services Department within the Curriculum and Instruction Division of the Institute for Learning.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

***E* = Essential Functions**

Plan, organize, control and manage the District's K-12 textbook adoption program; develop budgets for first-year implementation of adopted materials and for continuing costs of adoption cycles. ***E***

Manage the ongoing development of the District's Master Plan for Instructional Materials according to State legislation and funding requirements; develop cost projections; monitor plan implementation. ***E***

Lead the formation of multiple instructional materials adoption committees and ensure compliance with the Education Code; prevent conflicts-of-interest among committee members; provide committees with scope of work and monitor committee progress. ***E***

Interpret and explain District, state and federal regulations governing the adoption of instructional materials to committee members and District staff; maintain auditable records of all instructional materials adoption activities. ***E***

Manage the production of a variety of reports for the Board of Education regarding the selection of basic instructional materials for adoption, and respond to Board inquiries regarding the adoption process. ***E***

Negotiate purchase contracts with publishers of instructional materials approved for adoption in accordance with District, state and federal regulations; monitor contract compliance; calculate and assess penalties for non-compliance by publishers. ***E***

Conduct instructional materials ordering workshops for all school sites; manage the ordering process and monitor the distribution of adopted instructional materials to sites; oversee reconciliation of individual school instructional materials orders and accounts. ***E***

Revise and oversee the maintenance of the District's state instructional materials catalog and the annual list of basic and supplemental textbooks. ***E***

Review existing and pending legislation related to department procedural guidelines and recommend origination, modification, or support of legislative measures; review current legislation to ensure District compliance with laws and procedures related to instructional materials adoptions and purchases, recommend waivers, if appropriate. ***E***

Manage the functions of the receiving and distribution warehouse at the Instructional Materials Center; organize and manage the receipt and delivery of all adopted instructional materials, central library materials, audiovisual materials, catalogued books, and testing materials; manage the removal, resale and recycling of obsolete library materials and textbooks in accordance with the Education Code. ***E***

Train and evaluate the performance of assigned staff; provide for continuing department staff training programs; develop work schedules; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related assigned activities and personnel. *E*

Operate a computer and assigned software programs; operate other office equipment as assigned. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to bachelor's degree in business administration, public administration or a related field and four years of recent, directly related experience including supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of administration, supervision, and training.
Principles and techniques of budget preparation and control.
Technical aspects of field of specialty.
Oral and written communication skills.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Apply budgetary principles, systems, and procedures.
Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations.
Develop and produce statistical and narrative reports.
Work independently with general direction.
Train and evaluate the performance of assigned staff.
Operate a computer and assigned office equipment.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work and manage the work of others.
Meet schedules and time lines.
Analyze situations accurately and adopt an effective course of action.
Interpret, apply and explain rules, regulations, policies and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.