



**POSITION DESCRIPTION**

<b>JOB TITLE: Buyer II – Curriculum &amp; Instruction</b> Job Class: 2410	
<b>DATE</b>	<b>Office of the Chief Academic Officer</b>  Curriculum and Instruction
<b>BARGAINING UNIT:</b> Local 1616	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b> <b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) Leads and manages the ordering and distribution of curricular tools, resources, textbooks, workbooks, digital and related materials for Milwaukee Public Schools (MPS). Oversees the textbook selection process as outlined in Board policy.</p>	

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Leads and manages the ordering and distribution of curricular tools for Milwaukee Public Schools (MPS).
2. Coordinates and collaborates with other administrative departments, school-based personnel, vendors and publishers and parents and community groups.
3. Accesses multiple data sources to calculate the quantities of textbooks and instructional materials needed district-wide.
4. Prepares and maintains the educational resources budget. Monitors and follows up on orders and implements textbook and materials ordering policies.
5. Enters information into textbook and materials database and analyzes data for inventory and purchasing purposes.
6. Provides district and school level professional development around the circulation and tracking of textbooks and instructional materials.
7. Coordinates with curriculum specialists and staff from various central office departments regarding the educational adoption cycle.
8. Ensures that materials are accessible for all students.
9. Maintains central file of proposals and orders.

10. Coordinates textbook teacher committees. Arranges for presentations of materials to specific groups.
11. Communicates via phone or email regularly with delivery services, vendor contacts and distributors.
12. Prepares recommendations for the School Board as necessary.
13. Develops and adopts forms when necessary.
14. Actively supports the MPS Strategic Plan.
15. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by Curriculum and Instruction.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

May coordinate work of clerical staff for project work.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

Bachelor's degree in business or a related field.

**Experience Requirements**

Three or more years of experience working in a purchasing department; experience in an educational environment is desired.

**Knowledge, Skills, and Abilities**

Effective oral and written communication skills are essential. Knowledge of textbook management software and inventory control is necessary. Knowledge of procurement processes and analyzing quantity experience preferred. The ability to lead and execute projects at the district level. Experience using technology to include MS Office software and automated textbook systems, spreadsheets and email programs.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. Some travel is required.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to lift boxes weighing up to 30 pounds with regular standing and bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**