



POSITION DESCRIPTION

JOB TITLE: Coordinator, Educational Resources Job Class:	
DATE	Office of the Chief Academic Officer Curriculum and Instruction
BARGAINING UNIT: ASC - Classified	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Coordinates curriculum resources for the district, including the textbook/instructional materials adoption process. Selects and orders materials, communicates with various stakeholders and oversees the budget. Incorporates 21st Century Learning enhancements such as educational software and other media. Identifies resources to support instruction district-wide.</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. Oversees, monitors and manages the district textbook/instructional materials budget. Oversees and monitors the correlation of expenditures, school needs and inventory.
2. Monitors utilization and acquisition of district licenses for educational software.
3. Works with the publishers, vendors and MPS purchasing department to negotiate optimal packages and savings to the district.
4. Monitors the adherence of the vendors to Board policy and executes contracts with the district.
5. Develops a budget for various areas of adoption based on a cycle that is educationally sound.
6. Ensures the process for selection and distribution of materials meets all local, state and federal guidelines.
7. Communicates regularly with all stakeholders.
8. Monitors student enrollment data for the appropriate allocation of resources by school and subject. Coordinates the redistribution of textbooks/instructional materials due to school closings or the needs of expansion schools.
9. Serves as a liaison between Curriculum and Instruction, Technology, Professional Development and Special Services.

10. Ensures that district adopted resources are made available at a district designated location for viewing.
11. Works collaboratively with district level library media specialist and curriculum specialists to ensure curriculum resource needs of the district are met.
12. Develops Board items and attends Board meetings to open the selection process, communicates the desired selections and any other information that needs to be communicated to the Milwaukee Board of School Directors.
13. Understands district priorities and ensures coherence and alignment of expenditures of funds and allocation of resources with other district initiatives.
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 Director, 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, master's degree is preferred.

Experience Requirements

A minimum of five years of successful teaching experience in an urban K-12 setting. Wisconsin state certification as a K-12 supervisor/coordinator/director or the ability to obtain certification within two years. One year of teacher leadership experience is desired.

Knowledge, Skills, and Abilities

Effective oral and written communication skills and demonstrated leadership 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. Must be able to work with a diverse group of people and be committed to equity and multiculturalism. 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 handle light lifting and occasional standing, 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.