



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

Instructional Materials Clerk

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Reports to:	Textbook and Materials Manager
School/Department:	ISC/State and Federal Programs
Pay Grade:	Office Professional/CS5
Work Days:	226
Wage/hour status:	Non-Exempt
Created/revised:	November 2021

Primary Purpose:

Provides office professional support in the attainment, management, and distribution process of District textbooks and other instructional materials via/print and/or online media. Performs various other clerical duties where needed in support of the on-going operations of the State and Federal Programs.

Qualifications:

Education/Certification:

- High school diploma or GED
- Nine (9) hours of college accounting coursework or comparable preferred from an accredited college or university recognized by the US Department of Education

Special Knowledge/Skills:

- Working knowledge of inventory accounting and ordering, processes and procedures of instructional materials
- Knowledge of accounting, purchasing, and accounts payable, processes, and procedures
- Skill in the use of keyboarding, Microsoft Word, Power Point, Excel, Financial systems (Tyler MUNIS preferred), and web based data management systems (TipWeb preferred) and software packages
- Skill in bookkeeping such as reconciliation, account balance, and reporting
- Skill in proofreading, collecting, tabulating, and evaluating data
- Skill in basic mathematical calculations, data entry, and detailed numerical/clerical work
- Skill in processing a high volume of transactions
- Skill in using proper telephone etiquette and customer service techniques in a fast, friendly, and flexible manner
- Skill in assisting with usual routines and practices associated with a busy, yet productive and smoothly run office
- Ability to prioritize tasks and coordinate multiple projects to meet specific deadlines
- Ability to maintain confidentiality of privileged and sensitive information
- Ability to follow Humble ISD policies and procedures
- Ability to maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times
- Ability to communicate effectively with tact and diplomacy and provide a high level of customer service to administrators, staff, parents, co-workers, and vendors

Experience:

- Two years of experience working in a clerical role preferably as it relates to procurement and maintenance of instructional materials or similar in a school district, college or government setting.



Major Responsibilities and Duties:

List Major Areas of Responsibility

1. Review instructional material orders from administrators and campus staff and confirm availability, price, delivery dates, and other pertinent information. Contact vendors to obtain quotes.
2. Maintain instructional materials budget for the District under the supervision of the Textbook and Materials Manager.
3. Report shortages, needs, and other problems to the Textbook and Materials Manager.
4. Work with District inventory/textbook personnel to resolve inaccurate, deficient, or late orders and inoperable codes with vendors.
5. Enter requisitions and process purchase orders for instructional materials and teacher manuals and maintains appropriate records of receipts and vendor invoices.
6. Reconcile open purchase orders to ensure payment has been processed.
7. Maintain records of publishing vendors and current price lists.
8. Maintain database for District instructional materials including Campus Users, textbooks, and requisitions.
9. Prepare correspondence using personal computer.
10. Receive incoming calls, answer questions, and direct calls to the proper party
11. Ensure compliance with current state and district policies and regulations concerning primary job functions.
12. Work with department staff in support of the on-going operations under the supervision of the Director of State and Federal Programs.

Policy, Reports, and Law

1. Comply with policies established by federal and state law, State Board of Education rule and local board policy.
2. Compile, maintain, and file all reports, records, and other documents as required.

Communication

1. Maintain a positive and effective relationship with coworkers, supervisor and other district personnel, vendors, and the general public.
2. Provide outstanding customer service.
3. Maintain good judgment and decision making when dealing with supervisor, co-workers, employees, students and parents, vendors, and the general public.

Other

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as directed by the Director.
2. Participate actively in education projects.
3. Attend meetings as required
4. Maintain an organized work environment
5. Adapt to new procedures and changes
6. Perform other duties as assigned

Supervisory Responsibility

None



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Equipment Used:

Computer, printer, copier, telephone, scanner, and fax machine.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress

Work with frequent interruptions

Requires performing tasks mostly sitting, some walking, bending, stooping and lifting up to 40 lbs

Occasional prolonged and irregular work hours-flexibility with schedule preferred

Occasional travel outside of school district boundaries

Workload is deadline driven

Prolonged use of equipment and computers with repetitive hand motions

Office atmosphere may be noisy and hectic. Offices are "open" with multiple employees working in large open rooms containing two or more desks and equipment.

Daily attendance and punctuality at work on time every day are essential functions of the job

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____