

TITLE: Administrative Services for Instruction/Warehouse Director

REPORTS TO: Associate Superintendent for Business Affairs

GENERAL RESPONSIBILITIES:

- Provides a liaison to assist principals in maintaining their facilities in order to provide the appropriate environment for learning.
- Provides input as to what changes in facilities are required to make a school "excellent."
- Responsible for the ordering and delivery of textbooks and furniture to the schools.
- Generally supervises the operation of the warehouse Instructional Materials Center.

PERFORMANCE RESPONSIBILITIES:

- Assists Principals and Maintenance Department in making sure that the school facilities are in proper condition for opening of school. Acts as a liaison for principals in regards to status of work orders and other maintenance items.
- Involves Curriculum Development Department in setting up adoption procedures and committees for textbook adoptions for each year.
- Consults with principals and teachers on the purchasing of textbooks and materials of instruction.
- Acts as liaison person between State Department of Education and State Depository concerning the allotments, purchasing and acquisition of State textbooks, furniture and State materials of instruction.
- Directs activities of the Assistant Director of Warehouse Instructional Materials Center, the Warehouse Supervisors and the Office Manager to accomplish the general responsibilities.
- Revises State and Parish Textbook Catalogs and keeps them up to date.
- Oversees textbook allotment budgets for all private, parochial and public schools based on available state funds for the year.
- Oversees materials of instruction allotment budgets for all schools on funds provided by the School Board budget.
- Revises and updates Materials of Instruction Catalog.

QUALIFICATIONS:

- Successful experience as a teacher and administrator or supervisor.
- Minimum of a master's degree and possess, or be eligible for, professional administrative or supervisory certification as required in the State of Michigan.
- Some experience in administration, purchasing, data processing, or large scale warehousing preferred.