**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.