



File #125

***Cleveland Heights-University Heights Board of Education
Supplemental Job Description***

Job Title: Free Book Inventory	Building: Middle school
Immediate Supervisor: Principal	Duration of position: School year
Salary Category: E	Expected # of participants: All teachers/students
Date of Last Program Review: December 2014	

Statement of purpose:

- **In order to provide students an organized opportunity for co-curricular exposure to a shared interest, the advisor will provide oversight to all aspects of the co-curricular group.**

Group goals: *{Refers to the general goals for the students participating in this co-curricular group}*.

- Minimum skills, knowledge, certifications, physical requirements: This supplement requires someone knowledgeable and familiar with school and school personnel. This will allow the person in charge to accurately inventory all school textbooks, order new textbooks, deliver/collect textbooks, know who to contact for resources, etc. Although no certifications are needed for this job, there are physical requirements including hauling books around and moving filled boxes of books.

Detailed essential function(s) - specific to position: *{Refers to the duties and responsibilities of the person in charge of this co-curricular group}*

- August. Report to school a week or two before teachers report. Get a roster of each teacher. Double check with administrative assistant on teachers' room number and grade/subject. Load up dolly and deliver books to each teacher. Leave an inventory sheet with each teacher detailing number of books delivered. Keep a log of delivered books for my records.
- September. Teachers report to school and contact me in regards to needing more books or having too many. Adjustments are made and paperwork edited. Items such as teachers guides are ordered if there are none left in inventory.
- October-May. Continue to deliver textbooks as needed. Also, provide textbooks and keep an inventory of books received by groups such as Open Doors, home schooled students, Champs, etc.
- June. Organize the collection and storage of textbooks. Take inventory of textbooks on hand. Order new textbooks in coordination with administrative assistant. Work with teachers in deciding on fines for lost/damaged textbooks.
- June. Separate all books which need repair. Work with administrative assistant on

paperwork for rebinding company. Box and tape up books. Coordinate with office staff/custodian on collection of books by rebinding company.

- August. Unpack and count rebound books. Stamp rebound books with school address stamp. Give completed rebinding inventory paperwork to administrative assistant.
- August. Unpack and stamp any new adoptions of textbooks. Give completed packing slips to administrative assistant.

Time Commitment Expected: {Refers to the total amount of time you commit as the person in charge of this co-curricular group for the duration of this activity. Please list student contact time and preparation time separately. }

- Time Commitment Expected: Hard to calculate, but time commitment is very heavy at the beginning and end of the school year.

Other Duties and Responsibilities:

- Coordinate financial aspects of the club
- Deposit all play proceeds with school treasurer/authorize payment of production bills through district fiscal policies and regulations
- Coordinate fund raising aspects for the club
- Organize all working committees and prepare schedule for rehearsals and committee meetings
- Perform other duties as assigned by the Building Principal/Superintendent

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Teaching Certificate or Licensure
- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

Equipment Operated:

- Computer/printer
- Telephone
- Copier
- Motor vehicle
- Calculator
- Fax machine

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students

- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.