



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 8750  
Pay Grade: E05

FLSA: Exempt  
PTS

<b>PROGRAM COORDINATOR, INSTRUCTIONAL MATERIALS</b>
<b>REPORTS TO:</b> Director, Media, Text, and Digital Learning
<b>SUPERVISES:</b> Instructional Staff Support Staff
<b>QUALIFICATIONS:</b> Bachelor's degree from an accredited college or university with Florida certification in an educational area. Five (5) years related professional experience. Demonstrated organizational and communication skills. Working knowledge in curriculum and instruction. Working knowledge of state requirements for state-adopted materials and non-state-adopted items.
<b>PREFERRED:</b> Master's degree with certification in Administration/Supervision or Educational Leadership.
<b>MAJOR FUNCTION</b>
The Program Coordinator, Instructional Materials provides adequate and appropriate instructional materials countywide working with the Director, Media, Text, and Digital Learning and consultants in a mutual effort to provide the best possible instructional materials support to countywide instructional programs. The position supervises textbook depository support staff and works closely with the Associate Superintendent, Teaching and Learning Services and staff members on a regular basis related to state requirements for state-adopted materials and non-state-adopted items.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Provides leadership in the formulation of goals and objectives for the textbook depository; plans, manages, and evaluates effectiveness of the program</li><li>• Supervises supporting staff performing textbook and other instructional-materials-related activities in the textbook depository</li><li>• Serves as liaison between the district and the Florida School Book Depository, state Department of Education, and publishers' representatives on all matters relating to textbooks and state-adopted-related materials as well as non-state-adopted-related materials</li><li>• Supervises, develops, and implements textbook-related procedures and the overall operation of the textbook depository</li><li>• Prepares annual report for the Superintendent's information on lost and damaged materials</li><li>• Prepares the Annual Instructional Materials Budget for the district including school-based allocations and other programs requiring instructional materials allocations</li><li>• Periodically reviews and provides guidance to schools and centers regarding the usage of instructional material allocations</li><li>• Maintains accurate records of deposits to and expenditures from the district textbook account</li><li>• Evaluates all requisitions from schools in accordance with the "Recommended and County Approved Instructional Materials Program", prepared by the instructional staff, verifying guidelines, limits on supplementary titles, prices, and extensions</li></ul>

## PROGRAM COORDINATOR, INSTRUCTIONAL MATERIALS

### ESSENTIAL RESPONSIBILITIES (Continued)

- Prepares textbook requisitions to the Florida School Book Depository, based upon minimum known requirements and books available to this county
- Processes and distributes instructional materials to schools.
- Coordinates transfer and redistribution of surplus books
- Coordinates the return, processing, redistribution, and disposition of out-of-adoption, discontinued, and unusable textbooks
- Responsible for the annual state-adopted instructional materials process
- Maintains a perpetual inventory, by schools, denoting the quantities, titles, and series of texts in use, and budget expenditures
- Responsible for the administration of the Destiny Textbook Manager Program in conjunction with the District Program Administrator
- Ensures that all provisions of the Florida Statutes and of the State Board of Educational Regulations, governing the "State Free Instructional Materials Program" are met and that local policies or procedures are in conflict
- Participates in the legislative process as it relates to state-adopted instructional materials to seek adequate funding for instructional materials
- Develops and conducts workshops for administration and instructional staff on the textbook/instructional materials process
- Maintains communication with curriculum supervisors for planning purposes, regarding adoption and other instructional materials needs
- Advises the instructional staff concerning approved substitute editions, extension of state contracts or other major changes in the state textbook program
- May prepare and/or update related textbooks and instructional materials website
- Applies knowledge of countywide curricula offerings
- Applies knowledge of Florida State Laws and Regulations, policies, and procedures pertaining to instructional materials
- Performs other related duties as required

### TERMS OF EMPLOYMENT

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

### HISTORY OF JOB CLASSIFICATION

ISSUED: 6/13 LM, BOARD APPROVED: 7/30/13; REVISED QUALS & PREFERRED, 8/13 LM; BOARD APPROVED: 10/22/13; REVISED TITLE, RT, MF; 10/11/16 CH; BOARD APPROVED: 10/25/16

**PROGRAM COORDINATOR, INSTRUCTIONAL MATERIALS**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Program Coordinator, Instructional Materials – PTS