

**TITLE:** HEAD BOOKKEEPER - INSTRUCTIONAL MATERIALS CENTER

**QUALIFICATIONS:**

1. Proficiency in bookkeeping techniques
2. Ability to operate accounting and data writing equipment
3. Proficiency as typist
4. Ability to follow oral and written directions and supervise work of others
5. Ability to exercise independent judgment and initiative
6. Ability to communicate effectively and work harmoniously with all levels of staff
7. Must pass required tests

**REPORTS TO:** Administrator as assigned

**SUPERVISES:** Staff as assigned

**JOB GOAL:** To assist Director with providing efficient instructional materials service to schools and to be responsible for instructional materials accounting and distribution

**PERFORMANCE RESPONSIBILITIES:**

1. Audits all school instructional materials accounting records
2. Prepares orders for state adopted instructional materials as directed
3. Maintains distribution of instructional materials in all schools according to school requests, established quotas and prescribed acquisition procedures
4. Maintains system for verifying location, use and source of all current and incoming titles
5. Maintains schools' contingency fund budget and notifies schools about current balances
6. Prepares reports for circulation and acquisition statistics as required
7. Notifies responsible person when materials need to be purchased to maintain system
8. Assists and directs school book clerks in correct materials accounting procedures
9. Assists in evaluation and continuing improvement of instructional materials accounting and distribution services and recommends changes when necessary
10. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; supervisory salary schedule, class 14

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable