

TITLE

Materials Supervisor

QUALIFICATIONS

- Appropriate licensure or certification; and
- Administrative or supervisory experience in accordance with state law and State Board rules and regulations.

JOB GOAL

To help each student obtain maximum benefit from the educational program by diversifying as fully as possible the kinds of educational materials used.

ESSENTIAL FUNCTIONS**Textbooks**

- Selection of Textbook Committee
- Board approval of adopted company
- Request samples from Tennessee Book Company
- Pick up samples from all schools
- Order approved textbooks from Tennessee Book Company
- Deliver student textbooks to all schools
- Acquire all teacher materials & deliver to schools
- Remove all unwanted textbooks from schools
- Return all required forms to the State Department

Certificate of Compliance, due by October 15

Textbook Adoption Coordinator, due by
September 20

Textbook Adoption Committee, due by
November 15

Janitorial Supplies

- Order all janitorial supplies for all schools
- Keep materials on hand for Alternative School, Central Office, & Bus Garage
- Order supplies for maintenance personnel
- Order requested items for maintenance
- Meet and discuss products with all company representatives
- Discuss problems with janitors in all schools
- Order all light bulbs and fixtures for all school buildings
- Mail and keep on file Janitorial Bids

Equipment

- Pick up all old equipment
- Pick up and repair broken equipment

- Store and keep on hand replacement parts and equipment
- Order chairs, desks and other requested equipment needed by students & teachers
- Order equipment for Central Office
- Order bulbs and replacement parts for all projectors

Materials

- Order all materials mandated by the teacher contract
- Order plan books, roll books, graduation certificates and perfect attendance certificates
- Order grade cards for all students and schools
- Accept bids and order copy paper for all schools, central office, bus garage, alternative school and materials center
- Distribute all funds for BEP, Title V, Janitorial, Accelerated Reader, Technology & Title IV
 - Comply with all state requirements and laws for Title IV
 - Fax all required documentation to State Department for Title IV – due by December
 - Keep all documentation required by State Department for Title IV
- Order requested supplies, books and materials from all funds from BEP, Title V, Janitorial, Accelerated Reader, and Technology & Title IV
- Inventory and mark all books ordered with Title V funds
- Follow all Federal guidelines for Title V & Title IV

Evaluation

- Evaluate guidance counselors as required by state and local contract
- Evaluate the Title IV program using Federal guidelines supply and keep on hand all required documentation showing compliance
- Evaluate the TSIPS plan & the local five year plan

Computer Repair

- Re-do, repair and clean computers as time permits
- Pick up and deliver computers and computer parts to schools as time permits
- Deliver ordered technology to schools as time permits
- Help Technology Coordinator to run cable and complete internet service
- Procures and distributes textbooks and instructional materials and supplies;
- Takes inventory of textbooks and instructional materials;
- Maintains the materials center;

Materials Supervisor

- Organizes and implements a program for general circulation of materials among the schools and departments;
- Assists in the development of an annual budget and directs expenditures from this budget;
- Establishes efficient procedures for the processing of requests for materials;
- Serves as a consultant to all curriculum and textbook committees;
- Keeps informed of innovations and new developments in the field of multimedia instruction;
- Conducts a continuous evaluation of the effectiveness of materials used by classroom teachers; and
- Works with principals and department chairs to stimulate better and more effective use of materials.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 50 lbs., with frequent lifting and/or carrying of objects weighing up to 25 lbs. Other physical demands that may be required are as follows:

- Pushing and/or pulling
- Climbing
- Stooping and/or kneeling
- Reaching
- Talking
- Hearing
- Seeing

TEMPERAMENT (Personal traits)

- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- Adaptability to dealing with people beyond giving and receiving instruction.
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

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CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

- *Intelligence:* The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- *Verbal:* Ability to understand meanings of words and ideas associated with them.
- *Numerical:* Ability to perform mathematical operations quickly and accurately.

WORK CONDITIONS

Normal working environment.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

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