

JOB DESCRIPTION

Job Title	School Resources Specialist	Job Title Code	437115
Reports to	Director of Procurement and School Resources	Wage/Hour Status	Non-Exempt
Dept/School	Procurement & School Resources	Pay Grade	307
		Date Revised	February 7, 2025

Primary Purpose

Working under minimal supervision, the School Resource Specialists supports the department by providing high-level clerical and secretarial duties related to the District's School Resources function.

Education/Certification

- High School Diploma/GED

Special Knowledge/Skills

- Excellent organization, communication, customer service, and interpersonal skills
- Knowledge of computers and software applications
- Proficient in Microsoft office 360 applications

Experience

- Five (5) years related experience

Major Responsibilities and Duties

1. Exercise judgment based on knowledge and experience to plan details of the work and prioritize tasks to accomplish work objectives.
2. Maintain responsibility for accuracy and completeness of records for School Resources.
3. Provide secretarial and clerical support to the Director to include answering phone calls and recording of messages, scheduling appointments/maintaining calendar, etc.
4. Work under general or specific direction but perform assigned duties with considerable independence as to work methods and priority of assignments.
5. Research vendor discrepancies on instructional material deliveries and campus inventory reconciliation as needed.
6. Process pick-tickets for instructional materials.
7. Provide training on instructional material software for campus administration and book room clerks.
8. Processes department and campus inventory requisitions as needed for distribution.
9. Enter department purchase requisitions.
10. Will serve as a campus back-up for purchase requisitions when necessary.
11. Remain abreast of department operations during changes in staffing/absences.
12. Assist with special projects and District events/meetings, as needed.
13. Provide professional, accurate and proficient support by composing and producing department documentation and correspondence, filing records, and supervising supply inventories.
14. Promote positive community relations through effective communication and maintain a good rapport with District employees.
15. Reconcile online and in-person auction transactions by reviewing records, verifying item sales, and ensuring proper documentation of payments and receipts.
16. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

PC Computers, printer, fax machine, copier, typewriter, added machine, and calculator.

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Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress, work with frequent interruptions; occasional prolonged and irregular hours; repetitive hand motions, prolonged use of computer.

Terms of Employment

221 days; hourly rate to be established by Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

Approved: _____
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Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.