

JOB DESCRIPTION

Job Title	Coordinator School Resources	Job Title Code	160765
Reports to	Director of Procurement & School Resources	Wage/Hour Status	Exempt
Dept/School	Procurement & School Resources	Pay Grade	102
		Date Revised	February 6, 2025

Primary Purpose

Oversee the District's receiving and distribution activities, to include warehouse stock items, controlled assets, instructional resources, furniture, equipment, and supplies. Manage the storing, cataloging, and archiving of District records. Manage the daily operation of the District Mailroom.

Education/Certification

- High School Diploma

Special Knowledge/Skills

- Ability to operate personal computer
- Knowledge of computerized inventory control and warehouse operations
- Ability to operate hand tools and mechanical equipment
- Strong organizational, communication and interpersonal skills

Experience

- Five (5) years' warehouse operations experience

Major Responsibilities and Duties Inventory and Receiving

1. Maintain receiving and distribution operations by coordinating and enforcing program, operational, and personnel policies and procedures.
2. Comply with and enforce federal, state, and local warehousing, material handling, and shipping requirements.
3. Safeguard warehouse-receiving and distribution activities and recommend security procedures and protocols.
4. Maintain a system of work management and service response for efficient delivery processes.
5. Monitor invoices, packing slips, and other related documents to ensure accuracy.
6. Address shipping and receiving problems and discrepancies with vendors and schools.
7. Manage the timely receipt and tagging of controlled assets.
8. Operate tools, equipment, and vehicles according to prescribed safety procedures.
9. Manage the daily operation of the District Mailroom.
10. Provide training to assigned personnel on established safety procedures and techniques in use of various equipment, tools, and chemicals.
11. Participate in professional growth activities, as requested.
12. Perform other duties as assigned by supervisor.
13. Conduct and create surplus schedules in accordance with local, state, and federal policies and procedures.
14. Ensure transfers and distribution of material are scheduled and planned in a timely manner.
15. Complete transfer request submitted through Surplus Desk.

Property Control Management

16. Conduct and supervise periodic inventory of fixed assets District-wide.
17. Maintain inventory records for accurate management of assets.
18. Oversee processing of equipment transfers between departments and campuses.
19. Ensure District compliance with all federal, state, and local Board policies and procedures.

Records Management

20. Work with District personnel to effectively carry out District procedures for record management requirements.
21. Coordinate activities associated with record maintenance compliance, FERPA and HIPAA.

Mail Receipt and Distribution

22. Promote a safe working environment with proper operating equipment and necessary safeguards.
23. Ensure prompt delivery of U.S. Postal Service mail, and internal mail throughout the district.
24. Make logistical preparations for mail receipt and timely distribution.
25. Ensure timely delivery of confidential/sensitive Board packets from the Superintendent's Office.
26. Accommodate payroll distribution as required and make appropriate staffing changes as needed.
27. Coordinate with District offices in the distribution of critical information.
28. Ensure District compliance with all federal, state, and local Board policies and procedures.
29. Assist with miscellaneous duties, as requested, for special events and departmental emergencies.

Supervisory Responsibilities

Supervise assigned personnel

Equipment Used

Vehicles, Computer, ladder, dolly, forklift, pallet jack, and small hand tools.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Moderate walking, standing, and/or climbing; heavy lifting and carrying, stooping, bending, kneeling, and reaching. Work indoor and outdoor, work around machinery with moving parts; work around moving objects or vehicles; exposure to heat and humidity; be adaptable to working a shift schedule and/or hours other than regularly assigned. Must be able to lift 50 pounds or more. Frequent District-wide travel.

Terms of Employment

226 days; salary 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: _____
 Job Title: _____
 Date: _____

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

Employee: _____
 Date: _____



JOB DESCRIPTION

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.