

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
CLASSIFIED JOB DESCRIPTION**

**Job Title: Textbook Processing Associate**

**Department: Business Affairs**

**Grade F  
H.P.D. 8  
D.P.Y. 260**

**Job Description**

**Date Reviewed: August 2021**

**Reports To: Textbook Processing  
Manager**

**Purpose of Job**

The purpose of this job is to perform all tasks necessary to process and distribute textbook orders and teachers' ancillary materials. Duties and responsibilities include receiving and processing inventory completing orders and disbursement to schools county-wide. Other duties and responsibilities include safe operation and general maintenance of utility vehicles, loading/unloading supplies, and storage areas.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Completes orders from schools for textbooks and materials to include the assembly of complex teacher kits and the association of appropriate student materials. Verifies accuracy of orders by crosschecking titles, ISBN and SLC numbers and documents issuance. Places backorders when needed and insures issuance to schools upon receipt of items.

Assists with bar-coding textbooks and materials and assigning locations. Records and retrieves data in/from the inventory tracking system.

Receives bulk shipments of textbooks for new textbook adoption annually, to include verification of order accuracy, entry into receiver log, organizes

Safely stocks shelves and receives returned textbooks and materials from schools, to include documentation and restocking. Verifies receipt of all components for returned teacher kits.

Operates light utility vehicles and other equipment such as tow motor/forklift and pallet jack, ensuring safety procedures are followed.

Performs daily pre-operation inspection on light utility equipment, forklift and trucks as required. Submits safety sheet to Textbook Distribution Manager or Assistant Textbook Distribution Manager.

Receives, verifies and documents incoming textbooks and other goods.

Transports textbooks to schools and other locations within the county and documents accuracy of orders delivered.

Maintains textbook storeroom and warehouse area to ensure safety, organization and efficiency.

Assists with the receipt of and display set up of textbook adoption materials for annual textbook adoption reviews.

Consolidates and prepares expiring textbooks and teacher materials for annual out-of-adoption sale bid.

Prepares and sorts obsolete materials for recycling shipments.

Conducts annual inventory piece count for every student, teacher and classroom item stored at the district textbook depository.

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High School Diploma required. Two years of experience in operation of warehouse, inventory control or general office equipment, including a functional knowledge of computer systems, is required. Six to twelve months of light equipment operation is preferred. Must possess or be willing to obtain a valid Tennessee Commercial Driver's License within the first 6 months of hire.

### **KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the School System, Textbook Processing and distribution, warehouse and inventory control practices as they pertain to the performance of duties relating to the job of Textbook Processing Associate. Has general knowledge of Textbook Processing and distribution practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and

related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Specifically, has knowledge of state and locally adopted textbook titles and publishers for all grade levels, ISBN and SLC numbers, teacher resources and ancillary materials (both national and state versions), and the various ancillaries associated with each textbook. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Has knowledge of barcode and scanning system used by the School System.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of trucks, mechanics tools, and office and warehouse equipment such as pallet jack, tow motor/forklift, computer, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert over one hundred pounds of force occasionally, and/or up to fifty pounds frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of over one hundred pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar or divergent from obvious standards: of data, people, or things).

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Textbook Processing Associate. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Textbook Processing Associate.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; and determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment,

control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to the job of Textbook Processing Associate.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

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**Employee's Munis Number**

\_\_\_\_\_  
**Date**

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**Date**