

Fort Worth Independent School District

Job Description

Title	<u>Supervisor I - Special Education Resource Systems</u>
Building/Campus	#766 Special Education
Duty Days	240
Req #	11158 - 1
Pay Grade	S09
Salary: From	41,800.00
Salary: To	52,300.00
General Summary	Supervise the purchasing, processing, and distribution of materials, books, computer software, and equipment. Coordinate staff development related to new curriculum purchases. Support curriculum and materials acquisitions for new special education units and changes in units.
Job Duties	<ul style="list-style-type: none">· Evaluate and research curriculum for specific special education needs including drafting board documents necessary with Director of Special Education and/or support staff.· Supervise purchasing, processing and distribution of materials, books, computer software, and equipment according to approved procedures.· Evaluate purchasing and distribution of materials collaboratively with teachers and support staff.· Prepare purchase orders for special education materials.· Facilitate and collaborate with staff regarding vendor purchases and bids.· Attend planning meetings pertaining to SERS administration.· Attend in-services on curriculum, materials and equipment as directed.· Meet with publishing company representatives, attend professional conferences, and review electronic catalogs and periodicals to learn about materials.· Supervise instructional materials/equipment, SERS inventories of classrooms including curriculum materials, audiovisual equipment and furniture.· Inform SERS users of new materials, computer software, equipment, techniques, and services of the SERS in-services and email.· Purge designated instructional materials and equipment.· Provide a professional library for staff and parents.· Access information through the Special Education Electronic Management system.· Perform other job related duties as assigned.
Job Qualifications	<ul style="list-style-type: none">· Bachelor's degree in education or related field from an accredited college or university.· Three to five years related experience.· Library processing experience, preferred.· Bilingual preferred.· Knowledge of:<ul style="list-style-type: none">· the District's policies, procedures, and regulations.· Microsoft Office and other related software.· oral and written communication skills.· telephone techniques and etiquette.· correct English usage, grammar, spelling, punctuation, and vocabulary.· interpersonal skills using tact, patience, and courtesy.· Ability to:<ul style="list-style-type: none">· operate software applications for maintaining warehouse materials' data· access, organize, and prepare records and reports.· interpret and explain District policies, procedures, and regulations.· exercise discretion regarding matters of sensitive or confidential nature.· exercise judgment in setting priorities, resolve office operational problems and the application of policies, procedures, and methods.· provide information and assistance to District personnel, office personnel, parents, and/or outside agencies relative to Special Education Resource Systems.
Application Requirements	Must complete an online application and attach a resume. Two job related reference letters required if hired. Appropriate license(s)/certification(s) required if hired. Official transcripts required if hired. All foreign transcripts must be equivocated through an approved agency.

**Additional Job
Information**

[\(Click here for equivocation list\)](#)

PHYSICAL JOB REQUIREMENTS

PHYSICAL DEMANDS REFERENCE

Occasionally (0-33% of day, 0-32 repetitions)

Frequently (34-66% of day, 33-200 repetitions)

Constantly (67-100% of day, >200+ repetitions)

PHYSICAL DEMANDS

Exerting 50 to 100 pounds of force occasionally, and/or 10 to 25 pounds for force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

ENVIRONMENTAL CONDITIONS

Indoors 75%, with controlled temperature, 25% outdoors, warehousing environment..

A detailed list of physical job requirements is available from the Compensation Department.

These statements are intended to describe the general nature and level of work performed by people assigned to this job. They are not intended to be an exhaustive list of all job responsibilities.