

New Albany-Floyd County Consolidated School District Purchasing / Curriculum Associate (148)

JOB POSTING

Job Details

Title **Purchasing / Curriculum Associate**
Posting ID **148**
Description **TITLE:** Purchasing / Curriculum Associate
CLASSIFICATION: Operational Support Staff
PAY GRADE 13: \$16.54 - \$17.64 hourly (based on education and experience)
LENGTH: 8 hours daily / 260 days yearly
REPORTS TO: Reports to Associate Superintendent

QUALIFICATIONS:

- Preferred Bachelor's degree in business, accounting or related field.
- Minimum High School diploma
- Experience of three (3) or more years in administrative, accounting/bookkeeping or secretarial position in a similar sized school district or equivalent setting required

RESPONSIBILITIES:

- Creates all Curriculum purchase orders and requisitions requests.
- Reconciles all purchase orders for the District.
- Organizes and maintains district vendor information.
- Organizes and secures travel plans for teacher/administrator professional development.
- Plans and organizes meal set up for middle/high school/central office meetings and events.
- Provides backup support for the curriculum administrative support staff (vacations, or other time off).
- Provides monthly budget updates to curriculum administration.
- Answers phones and fields curriculum calls as an overflow.
- Performs other related duties as assigned by the Assistant Principal and/or other designee.
- The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the corporation.

Shift Type **Full-Time**
Salary Range **Per Hour**
Location **Administrative Service Center (ASC)**

Applications Accepted

Start Date **01/19/2021**