

New Albany-Floyd County Consolidated School District

Bookstore Manager (448)

JOB POSTING

Job Details

Title

Bookstore Manager

Posting ID

448

Description

TITLE: Bookstore Manager/ Operations Support Staff Level III
CLASSIFICATION: Non-exempt (Hourly)
PAY RANGE 7: \$13.25-14.35 per hour (based on education and experience)
REPORTS TO: Principal

SUMMARY: Manage student bookstore by performing the following duties

QUALIFICATIONS:

- High school diploma or general education degree (GED); and minimum of two years related experience and/or training; or equivalent combination of education and experience.
- Must be able to use Microsoft Suite and G-Suite with proficiency as well as other software products for word processing, data entry and some advanced excel skills.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

RESPONSIBILITIES:

- Manage textbook and teaching supplies inventory for school. Order textbooks, teaching materials and supplies. Distribute textbooks, teacher supplies, work books, devices (i.e computers) at beginning of year. Collect books, teaching material etc. at end of school year. Maintain inventory and update database with new textbooks, teaching materials, book store supplies, and PE uniforms.
- Invoice and collect for book rentals and school fees including schedule changes, new and withdrawn students, AP tests, and summer school.
- Coordinate prom registration for the students and guests by verifying eligibility with school Principal, Assistant Principals and School Resource Officer (SRO).
- Collecting monies for school events including Prom and other school sponsored programs.
- Monitor test signups and collect relevant fees.
- Distribute drivers education information and collect registration fees.
- Calculate book rentals and fees; analyze student enrollments to determine ordering projections.
- Generate reports for Textbook Assistant and Financial Obligations of Students. Verify book rental activity, bookstore accounts, summer school and list for collection agency.
- Answer and direct incoming telephone calls; respond to general inquiries from students, parents, publishers, teachers and staff.
- Other related duties as assigned by the Principal and/or designee

Supervisory Responsibilities: This job has no supervisory responsibilities.

Shift Type

Full-Time

Salary Range

Per Hour

Location

Floyd Central High School

Applications Accepted

Start Date

07/16/2021