

## **DIRECTOR OF WAREHOUSE**

### **A. QUALIFICATIONS:**

The Director of Warehouse shall have experience in the distribution of materials.

### **B. APPOINTMENT:**

The Board of Trustees shall appoint the Director of Warehouse upon the recommendation of the Superintendent of Schools.

### **C. REPORTS TO:**

The Director of Warehouse shall be responsible to the Deputy Superintendent for the performance of all duties.

### **D. SUPERVISES:**

The Director of Warehouse shall supervise the following:

1. Warehouse personnel
2. Textbook personnel

### **E. JOB PERFORMANCE STATEMENTS:**

#### **1. Instructional Management**

- a. Provides instructional resources and materials to support the teaching staff in accomplishing goals.
- b. Evaluates and recommends instructional materials, as well as other materials, related to the mission of the schools.

#### **2. School Climate**

- a. Works with others in a positive, productive way.
- b. Maintains inventory and delivery of needed supplies to faster facilitate instructional programs.
- c. Initiates and supports programs and actions that facilitate a positive, caring climate for the procurement of goods and services needed to achieve each school's mission.
- d. Establishes procedures for the maintenance and distribution of the policies and procedures relating to the purchasing and warehouse services.

- e. Is prompt and thorough in completing assignments and attending to details accurately and efficiently.

### 3. School Improvement

- a. Develops (as necessary) and maintains appropriate information systems and records necessary to assist each school.
- b. Keeps current on new materials and disseminates new materials' information to schools.
- c. Provides leadership in the standardization of materials, supplies, equipment, service, and procedures.
- d. Coordinates delivery and assembly of all new furniture and schedules furniture repair or disposition of furniture.
- e. Provides leadership for the management of inventories of purchased goods in order to meet the use requirements.

### 4. Personnel Management

- a. Effectively interviews, selects, and orients new staff.
- b. Makes sound recommendations relative to personnel placement, transfer, retention, and dismissal.
- c. Assigns all warehouse personnel and gives instructions for assigned jobs.

### 5. Administration and Fiscal/Facilities Management

- a. Supervises the complete purchasing operation, central receiving operation, and warehouse operation.
- b. Schedules all trucks and drivers for deliveries, transfers, pickups, and inter-school mail.
- c. Coordinates and supervises all delivery requests for items maintained in stock.
- d. Maintains perpetual inventory of all stock items.
- e. Keeps time cards and other necessary payroll record information as required.
- f. Works with the Director of Maintenance on maintenance of the truck fleet.
- g. Recommends necessary equipment additions or changes.

- h. Works with all Directors and Principals in areas relating to their responsibilities.
6. Student Management
    - a. Demonstrates support for the student management system and appropriate student behavior.
    - b. Supports district and campus rules for conduct.
  7. School/Community Relations
    - a. Projects a positive image to the community.
  8. Professional Growth and Development
    - a. Strives to improve leadership skills through self-initiated professional development activities.
    - b. Utilizes information and insights gained in professional development programs for self-improvement.
    - c. Disseminates ideas and information to other professionals.
    - d. Conducts oneself in a professional, ethical, and responsible manner.
  9. Other
    - a. Performs other duties as may be assigned by the Superintendent of Schools.

F. EVALUATION:

1. The job performance statements shall constitute the criteria for an evaluation form with an evaluation code as follows:

N/A	Measure Not Being Taken.
1	No Measurable Progress.
2	Progressed Toward The Goal.
3	Met The Goal.
4	Exceeded The Goal.
5	Significantly Exceeded The Goal.

2. The evaluation form shall contain a place for comments and general observations made by the evaluating person. These comments shall constitute additional criteria for evaluation.
3. The Director of Warehouse evaluation is a responsibility resting with the Deputy Superintendent. An evaluation shall be completed in writing at least once during the course of the school year.
4. The Deputy Superintendent shall submit to the Superintendent of Schools or the staff person designated by the Superintendent of Schools, the completed evaluation of the Director of Warehouse at the time stipulated by the Superintendent of Schools.
5. Administrators will be appraised according to the following calendar:

Action Plan and Goal Setting Conference	July – August
Data Collection and Analysis	September – May
Contract Recommendation	January
Summative Conference	May/June

#### G. SALARY

The salary of the Director of Warehouse shall be based on the schedule adopted the Board of Trustees for this position.

Source:	Local
Approved:	7-17-2001
Revised:	10-20-2009
Reviewed:	08-17-2010