



Tolleson Union High School District #214
Bookstore Specialist

Purpose

The job of Bookstore Specialist is done for the purpose/s of managing the process relating to student textbooks; selling and/or distributing student materials (e.g. lockers, yearbooks, identification cards, etc.); and monitoring expenditures for student activities.

Qualifications

Required:

1. High school diploma or General Educational Development diploma (GED).
2. A minimum of two years of business college and/or experience in bookkeeping and/or sales.
3. Must possess and maintain a Department of Public Safety (DPS) Identity Verified Print (IVP) Fingerprint Clearance Card.
4. Ability to operate standard office equipment including but not limited to cash registers, calculator, computer terminal and software specific to the job responsibilities, with a high degree of accuracy.
5. Proficient with the Microsoft Office Portal, Teams, Excel, OneNote, and Word.
6. Excellent customer service, interpersonal and technical support skills.
7. Excellent organizational skills and attention to detail with the ability to work within specific time frames.
8. Strong oral and written communication skills with the ability to maintain rapport and composure with parents, students, staff, and the public.
9. A working knowledge of bookkeeping procedures.
10. Must possess effective managerial skills.

Preferred:

1. Bilingual in English and Spanish.
2. A minimum of 2-3 years' experience in a high school setting.

Essential Functions

1. Responsible for receiving, identifying, issuing, collecting, and taking inventory of all textbooks and workbooks.
2. Keeps accurate records and ledgers and is responsible for receipts and disbursement of monies from student activities and auxiliary funds.
3. Prepares summaries and reports on a scheduled basis as required.
4. Prepares day/night bank deposits.
5. Issues and accounts for all cash boxes needed for extra-duty and fund-raising activities.

6. Purchases, receives, stores, sells, and accounts for all student school supplies and locks.
7. Maintains records of student loans, grants, and scholarships.
8. Procures and accounts for the sale of such items as yearbooks, rings, caps/gowns, game, and activity tickets.
9. Procures fund-raising supplies for various organizations.
10. Ensures that no student activity funds are expended without proper authorization.
11. Prepares the books and accounts for audit.
12. Participates in department/district meetings and training.
13. Distributes textbooks to classes and/or students for the purpose of providing students with required instructional materials.
14. Maintains inventory of textbooks, related instructional materials, and supplies for the purpose of ensuring the availability of materials.
15. Manages bookstore operations (e.g. receiving, issuing, collecting, and performing inventories, etc.) for the purpose of ensuring availability of textbooks and controlling related expenses.
16. Oversees student club financial activities (e.g. prepares money boxes, writes checks, deposit funds, etc.) for the purpose of providing materials and ensuring compliance with district policies.
17. Prepares a variety of reports and documents (e.g. daily deposits, collection letters to parents, requisitions, and purchase orders, etc.) for the purpose of conveying information and/or providing audit trail.
18. Processes a variety of financial and related transactions (e.g. cash receipts, bank deposits, check payments, invoices, donations, purchase orders, etc.) for the purpose of ensuring payment for purchased and/or rented items in compliance with district and state financial requirements.
19. Processes textbook orders (e.g. reviews requisitions, course listing, order specifications, etc.) for the purpose of providing required textbooks and supplemental instructional materials for scheduled courses.
20. Sells a variety of items to students (e.g. student activity tickets, yearbooks, cap/gowns, rings, etc.) for the purpose of providing for participation in extra-curricular activities.
21. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to

satisfactorily perform the functions of the job includes: money handling; basic bookkeeping; and common office machines and software.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: handling cash and setting priorities.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continuous opportunity to affect the organization's services.

Working Environment

The methods of performing the job's functions require the following physical demands: positioning in this environment which typically require sitting, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions. The employee must frequently lift and/or move up to 10 pounds, and occasionally move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Generally, the job requires 20% standing, 20% walking, and 60% sitting. Working conditions are performed in an indoor environment with minimal temperature variations and some hazardous conditions. The noise level in the work environment is usually moderate.

Reports to:	Principal or Assistant Principal
Terms of Employment:	Twelve-months, full time.
Evaluation:	This position will be evaluated annually as outlined in Governing Board policy.
FLSA Status:	Non-Exempt
Salary Range:	Support Staff Salary Schedule, Grade 17

Board Approval:

4/23/1996 (Adopted)

5/28/2024 (Revised)