



Job Title: Shipping and Receiving Manager

Exemption Status: Non-Exempt

Reports to: Executive Director Purchasing

Date Revised: January 2026

Dept./School: Purchasing - Instructional Materials

Pay Grade: MT05

Primary Purpose:

Efficiently handle all incoming and outgoing textbook materials and archive storage for the school district. Responsible for implementing and monitoring the district instructional materials accountability system and fixed asset inventory process.

Qualifications:

Education/Certification:

- High School diploma or equivalent
- Clear and valid driver's license

Experience:

- Minimum of five (5) years of experience in Warehousing, Shipping and Receiving

Special Knowledge/Skills:

- Effective communication and interpersonal skills
- Excellent organizational skills
- Knowledge of instructional materials requisition and inventory management guidelines
- Ability to read and interpret documents such as government rules, procedure manuals, and safety rules
- Ability to develop spreadsheets and databases, do word processing and use inventory and records management software
- Strong leadership, interpersonal, and presentation skills
- Exhibit highly effective organizational and team-building skills

Major Responsibilities and Duties:

Inventory

1. Receives, dates, and marks all incoming and outgoing textbook materials.
2. Fill the pulling line and make sure all materials are rotated from old to new.
3. Oversees the filling of all campus textbook requisitions.
4. Oversees the cleaning and orderly arrangement of the warehouse dock areas and records storage.
5. Secures warehouse, checks archive storage area, and warehouse lights.
6. Oversees warehouse staff in inventory arrangement, putting materials into stock, and pulling all textbook orders.
7. Addresses arrangements and times for delivery and pick up with school campuses and publishers' personnel.
8. Computer: updates rack locations, adjusts back order quantities, obtains information on material for staff, creates transfer and pulling orders.
9. Inventory: works closely with staff to ensure an accurate material count, reorganizing as necessary for more efficiency.
10. Trains staff safely and adequately operating box trucks, forklifts, strapping machines, and motorized pallet jacks.

11. Maintains current records for textbooks pulled from inventory, invoices for materials received from publishers, and school district archives.
12. Perform all aspects of the requisition, exchange, and distribution of instructional materials by State and district regulations, policies, and guidelines.
13. Implement and maintain an accountable school-site instructional materials inventory management system that ensures appropriate quantities of instructional materials are available at each campus when required for instruction.
14. Plan and maintain an accountable inventory and stock control system for the district's fixed assets and recommend replacement and disposal of assets when necessary.
15. Conduct an annual physical inventory of the district's fixed assets and instructional materials.

Administration

16. Train campus staff to use established procedures and guidelines to effectively and efficiently implement a site-by-site instructional materials inventory management and distribution system.
17. Work with district accounting, purchasing, and distribution services to ensure the timely receipt, identification, and recording of newly acquired fixed assets and instructional materials.

Records and Reports

18. Use records management and administration procedures to ensure inventory records are maintained, preserved, and disposed of according to the requirements of State and district regulations, policies, and guidelines.
19. Compile, maintain, and file all reports, records, and other documents as required.

Other

20. Assign work to campus fixed asset and instructional materials custodians and oversee completion.
21. Follow district safety protocols and emergency procedures.
22. Promote a positive leadership image that supports the school district's mission.
23. Perform all other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including personal computer and peripherals

Posture: Prolonged sitting; frequent bending/stooping; pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; frequent reaching

Lifting: Occasional light lifting and carrying (under 25 pounds)

Environment: Work alone; occasional district-wide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

Received by _____

Date _____