



Wesleyan School

Textbook and Supplies Coordinator

The Textbook and Supplies Coordinator is a half-time position, serving the K-12 community.

By researching and organizing the purchase of new and used textbooks, the coordinator provides information to all appropriate constituents.

The Textbook Coordinator researches e-book and the e-resource versions of all textbooks for use by the Wesleyan community. This person reports directly to the Assistant Headmaster for Academic Affairs.

RESPONSIBILITIES

- Coordinate with department chairs and the lower school principal in developing a comprehensive list of textbooks and supplies for use in all courses and grade levels
- Oversee the delivery of resources from publishers for inspection by appropriate administrators when there are planned changes in textbook selections
- Maintain an up-to-date list of all textbooks eligible to be purchased as used
- Create and update a system whereby parents can purchase and/or sell used books
- Coordinate with the Director of Studies in obtaining a final list of courses to be offered as well as the total number of students in each course
- Provide parents with accurate ISBN numbers of all materials and textbooks in a timely manner
- Oversee the purchase of books through the designated online textbook provider
- Oversee the return of used books by parents through the designated online textbook provider
- Research available e-books and e-resources and provide that information to the appropriate administrators
- Provide all information regarding new and used textbooks, e-resources and lower school supplies
- Develop information for all current and new parents on the ordering of textbooks and supplies
- Coordinate with division principals to communicate ordering instructions to families via letters, email blasts, summer packet and Wesleyan website
- Respond to all inquiries from parents

PERSONAL CHARACTERISTICS

The ideal candidate will possess the following characteristics:

- detail-oriented
- highly organized
- good communicator
- highly responsive to concerns from all constituencies
- servant's heart