



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

POSITION TITLE: Instructional and Digital Materials Analyst ~~Textbook Analyst~~  
JOB CODE: EE-084  
CLASSIFICATION: Exempt  
PAY GRADE: 26  
BARGAINING UNIT: BTU-TSP  
REPORTS TO: Director, Innovative Learning ~~Deputy Superintendent, Curriculum & Instruction/Student Support~~  
CONTRACT YEAR: Twelve Months

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**POSITION GOAL:**

To coordinate the state-adopted instructional and digital materials program and oversee the distribution of these materials district-wide. ~~To coordinate the state-adopted instructional materials program and to coordinate and monitor textbook allocations to ensure equity among schools.~~

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

The Instructional and Digital Materials Analyst ~~Textbook Analyst~~ shall carry out the performance responsibilities listed below.

- Supervises staff as assigned in the performance of job duties.
- Provide supervision to support staff related to the adoption and distribution of instructional and digital materials. ~~for instructional and digital materials adoption and distribution.~~
- Coordinate the local adoption of state-adopted textbooks and other instructional and digital materials.
- Allocate the state instructional materials appropriations to school budgets on an equitable basis.
- Monitor the use of instructional and digital materials allocations and report ~~potential~~ discrepancies to the Director, Innovative Learning. ~~area superintendents.~~
- Analyze legislation related to instructional and digital materials and develop plan for district compliance.
- Provide expertise in the maintenance and revision of district instructional materials policies.
- Collaborate with school administrators and District staff to ensure implementation of a textbook/instructional and digital materials process that complements the district's strategic plan.
- Participate in district, regional, and national instructional and digital materials conferences.
- ~~supervise receiving, storing, and shipping instructional materials and authorize payment for materials received.~~
- ~~supervise the annual district participation in the state adoption process.~~
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate ~~successfully~~ in the training programs offered to enhance ~~increase~~ the individual's skills and proficiency related to job responsibilities. ~~the assignments.~~
- Review current developments, literature and technical sources of information related to job responsibilities. ~~responsibility.~~
- Ensure adherence to safety rules and good procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor or designee. ~~Deputy Superintendent, Curriculum & Instruction/Student Support.~~

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned bachelor's degree from an accredited institution.
- Knowledge of instructional materials adoption and distribution process.
- No minimum experience required.
- Three (3) years of teaching experience.
- Two (2) years of experience in the instructional and digital materials adoption and distribution process.
- Florida teaching certification required.
- Computer skills as required for the position.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- Preferred degree major in education.
- Bilingual skills preferred.

**SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

Maintain communication with district level departments and schools regarding instructional and digital materials adoption and allocation.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Board Approved: 4/20/78

Revised: 11/1/79

ER80-12 Approved: 10/2/80

Item G-7: 11/6/86

Revised 4/13/89 (C-10)

Realignment: 4/11/95

Revised: 7/18/2000 &

Adopted: 8/15/2000

Board Adopted: 12/16/03