



Longview Independent School District

JOB DESCRIPTION

ADMINISTRATIVE LOGISTIC SPECIALIST

JOB TITLE:	Administrative Logistic Specialist	WAGE/HOUR STATUS:	Non Exempt
REPORTS TO:	Director of Curriculum and Instruction	TERMS:	12 Months
DEPARTMENT:	Curriculum and Instruction	PAY GRADE:	Para Clerical 6

Primary Purpose:

The C&I Administrative Logistics Paraprofessional provides critical operational support to the Director of Curriculum & Instruction. This multifaceted role is responsible for the district-wide lifecycle of instructional materials—from state-level EMAT/IMTA procurement to campus-level inventory audits—as well as the full logistical execution of district professional development events.

Qualifications:

Special Knowledge/Skills:

Proficiency in EMAT/IMTA systems and advanced Excel

Experience:

3+ years in logistics, school administration, or event management

Major Responsibilities and Duties:

CURRICULUM PROCUREMENT & EMAT/IMTA MANAGEMENT

1. State System Mastery: Serve as the lead operator for the EMAT (Educational Materials Online) system and manage the IMTA (Instructional Materials and Technology Allotment) funds.
2. Ordering & Procurement: Organize and execute the purchasing of all state-approved textbooks, digital subscriptions, and teacher resource kits.
3. Audit Readiness: Maintain meticulous financial and inventory records for all state-purchased materials for state-level audits.
4. Funding Strategy: Assist the Director in tracking allotment balances and ensuring all state funds are utilized efficiently.

DISTRICT-WIDE INVENTORY & CAMPUS COLLABORATION

5. Logistics Coordination: Oversee the receiving, unboxing, and barcoding of all instructional materials.
6. Campus Leadership Liaison: Collaborate directly with Campus Principals to ensure proper inventorying and distribution to teachers.
7. Material Disbursement: Manage the scheduled delivery of consumables and curriculum kits to all district sites.



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8. Annual Audits: Lead district-wide inventory counts and reconcile physical stock with digital management systems.

PROFESSIONAL DEVELOPMENT (PD) & EVENT LOGISTICS

9. Facility Planning: Partner with Facilities and Maintenance to secure PD locations, HVAC, and custodial services.
10. Building Readiness: Ensure rooms are configured correctly with furniture, technology, and signage.
11. Materials & Support: Coordinate assembly and delivery of PD training packets, manipulatives, and hardware (mics, Wi-Fi).
12. On-Site Operations: Manage registration, catering/hospitality, and "day-of" problem-solving.

ADMINISTRATIVE SUPPORT TO THE C&I DIRECTOR

13. Departmental Operations: Provide administrative assistance to the Director, including managing vendor correspondence.
14. Data Analysis: Maintain spreadsheets to track curriculum usage, PD attendance, and procurement timelines.
15. Problem Resolution: Serve as the primary contact for campus inquiries regarding curriculum shortages.
16. Follow district safety protocols and emergency procedures.
17. Other duties as assigned

Mental Demands/Physical Demands/Environmental Factors:

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

Posture: Frequent sitting and standing; occasional bending/stooping, pushing,/pulling, and twisting

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

Lifting: Occasional light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior

Environment: May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional districtwide and statewide travel

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

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

Signature _____

Date _____