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Title: SENIOR CLASSROOM SPECIALIST

Job Title Description: Senior Classroom Content Specialist

Business Unit: Educational Services (Woodridge,IL)

Location: ILLINOIS (WOODRIDGE)

Requisition Number: FES-00006251

Job Type: Regular

Business Unit Profile:

Follett Educational Services

Follett Educational Services (FES), the oldest and one of the fastest growing business units of Follett is proud of our long and successful partnership with the educational community. FES provides pre-owned textbooks, new complementary classroom products, and related consultative and process management services to the K-12 classroom market. We aim to delight our customers by providing added value through innovative, cost-efficient, high-quality products, services and solutions, and we foster an action-oriented, collaborative culture that recognizes, develops, and relies upon its skilled workforce to reach our goals and objectives.

FES is committed to its values - value to our customers and our associates. We are dedicated to supporting an associate's growth both personally and professionally, and encourage internal promotion and career opportunities for all our associates. No matter what you are looking for in a career, you will find it at Follett Educational Services. We offer the strength of a market leader and the stability of a long-established provider of services to the K-12 educational community. And, while we continue to grow, we still retain the intimacy of a small, family-owned company.

Please visit our website to learn more at www.fes.follett.com.

Responsibilities:

Our Senior Classroom Content Specialist will play an active role on our Classroom Products and Services team. Our developing Classroom team will be pivotal in Follett's growth initiatives as we continue our focus to ensure that all customer and product requirements are translated effectively and implemented efficiently into our products/services.

The Senior Classroom Content Specialist will work closely with the Classroom Product Manager to develop and maintain targeted instructional content collections to support sales personnel and customers in our effort to grow revenues for the Classroom Market. This includes identifying and aligning supplemental materials to educator needs based on customer requirements; overseeing the creation of supporting/marketing content for the aligned materials in order to effectively market/promote the product; conducting and coordinating all administrative/operational processes required to properly set-up aligned materials in IT systems and prepare them for inclusion in our inventory system, marketing materials, and website.

Key Job Duties Include:

- Completing detailed analytical review of product available in marketplace to determine if it meets selection criteria based on knowledge of K12 pedagogy, state and national standards, and customer specific requirements. Works independently to develop targeted instructional content collections that support curriculum standards for use by sales personnel and customers. Initiating new collections based on understanding of market needs and direction.
- Developing and implementing methodology for consolidating lists as alignments are

completed, formatting and proofing data, and supplying it to other team members for production

- Overseeing and directing the production team in the creation of support collateral and marketing content, as well as working to design and apportion visibility on website.
- Creating and updating specialty lists to be posted to website utilizing product information from a variety of resources, including publisher spreadsheets, publisher catalogs etc.
- Facilitating routine list maintenance, e.g. replacing items no longer available, updating, adding lists of resources in response to expanding/evolving content area needs.
- Other projects as assigned, such as attending publisher meetings and working with publishers and IT to obtain images for product.

We offer a competitive compensation package and eligibility for our full benefits package, which includes: health, dental, and life insurance; tuition reimbursement; 401K and profit sharing.

Qualifications:

- 7 to 9 years of combined experience in: curriculum development in an education/library setting; project management; and/or marketing analysis
- Bachelor's Degree in education, marketing, or project management, or equivalent experience; elementary, middle, or high school certification preferred.
- Demonstrated understanding of the scope and sequence of curriculum development and of standards/benchmarks to ensure viability in the marketplace
- Superior analytical skills with the ability to creatively solve problems and work independently
- Effective time management/organizational skills with the capability to juggle multiple high-priority tasks at once while still meeting all deadlines
- Technology proficiency including: MS Office, PowerPoint; Adobe Indesign CS or Photoshop
- Strong written and oral communication skills (bilingual a plus) with the ability to clearly communicate with all levels of management

The Senior Classroom Content Specialist will report to Follett Educational Services (FES) Classroom Products Management, and will be based at the FES offices in Woodridge, Illinois, although there is potential for this position to be located at the Follett offices in McHenry, Illinois, while still reporting to FES management in Woodridge, Illinois.

Interested individuals are encouraged to submit a resume online. Qualified candidates will be called and scheduled for an interview. No phone calls or agencies, please.

Follett Educational Services is an Equal Opportunity/Affirmative Action Employer.

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