

## WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

**TITLE: PRINT SHOP COORDINATOR**

**EMPLOYEE CLASSIFICATION:** Exempt, Certified

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree from regionally accredited college or university
- Valid Arizona teacher certification
- Endorsement by the Arizona Department of Education in the subject and level to be taught
- Experience in print shop operation and supervision
- Knowledge of operation, care, and minor repair of digital equipment and print shop machinery
- Experience with Windows and the Microsoft Office software package
- Demonstrated communications and public relations skills

**OVERVIEW OF JOB DESCRIPTION:** The coordinator is responsible for the operation of the district's print shop. This person is an advocate and has a positive attitude toward the print shop services. The coordinator provides students assigned to the print shop with an enriched environment containing a wide variety and range of materials and tasks.

**PERFORMANCE RESPONSIBILITIES:**

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Serves as first contact with parents, community, sales persons, district employees, substitutes, support services staff, and students.
3. Operates and maintains all types of print shop equipment.
4. Troubleshoots, diagnosis, and performs minor repairs work to print shop equipment as needed. Contacts vendors as needed for repairs and maintenance of equipment.
5. Maintains accurate records of all print shop work orders, and costs out all jobs to schools and departments.
6. Orders and maintains inventory of printing supplies and paper stock.
7. Designs print materials as requested by employees.
8. Performs other job-related duties as assigned.

**REPORTS TO:** Principal / Director

**SUPERVISES:** Print Shop Technician

**TERMS OF EMPLOYMENT:** Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**ADA ACCOMMODATIONS:** Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.