

WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

TITLE: PRINT SHOP TECHNICIAN

EMPLOYEE CLASSIFICATION: Non-exempt, Classified

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent
- Good English language, grammar, and spelling skills
- Experience in word-processing/data entry/spreadsheet applications
- Experience with Windows and the Microsoft Office software package
- Demonstrated communications and public relations skills

OVERVIEW OF JOB DESCRIPTION: The print shop technician is responsible for helping in the smooth operation of the district's print shop; is an advocate and has a positive attitude toward the print shop services.

PERFORMANCE RESPONSIBILITIES:

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Establishes and maintains good rapport with students, employees and community.
3. Prepares materials which may involve spiral binding, collating, gluing, folding, stapling, counting, hole drilling, shrink wrapping, and padding.
4. Prepares materials as directed by the Print Shop Coordinator.
5. Prepares materials for shipping to schools and worksites.
6. Performs other job-related duties as assigned.

REPORTS TO: Print Shop Coordinator

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.