

MOORE PUBLIC SCHOOLS

Job Title: **Printer**

Qualifications:

Credentials: **None**

Education: High school diploma and specialized vocational experience in or after high school in a specific or various phases of print shop operations.

Training or Experience Required: 2-3 years experience in a specific or various phases of a large print shop in such areas as printing, typesetting, graphic art, press, etc. The specific opening will require specialized training in a specific area with ability to backup others in print shop. Some vocational training can substitute for experience.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Communicates on the phone in clear, grammatically correct English.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as charts, graphs, diagrams, maps or instruction material.

Business Machines/Other equipment: Uses business machines/equipment that requires competence learned from actual experience or training: such may include camera work, offset presses, copiers, folder/stitchers, computers and software programs like Harvard Graphics, etc.

Office Filing and Retrieving: Responsible for maintaining an existing filing system.

Site: **Print Shop**

Reports To: **Print Shop Supervisor**

Job Goal (Purpose of Position): Performs semi-skilled to skilled level print shop duties under general supervision to assist with the printing needs of the district. Must be able to print all schoolbooks, such as handbooks, programs, personal books and special printing at cost effective

Printer (2 of 3)

prices. An incumbent in this position will interpret policies and procedures and follow predetermined solutions established by higher-level supervision or operating procedures.

Contact with Others: An incumbent in this position has some contact with other staff members. Gathers and/or handles routine, simple information and responds to routine questions.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to resolve problems and provide information as requested. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

- A. Typesetter-Printer (Should be experienced in Macintosh computer, T-Square, Collator, Folder, Stitcher, Electric Cutter, Waxer, Printing Press and Jogger). An incumbent needs typesetting, layout and printing experience. Must be efficient with computer PageMaker software.

The following are examples of duties for all incumbents; however, each incumbent specializes in a specific area of expertise:

1. Duplicates, copies, or prints all district forms and such other reports, brochures, programs, and the like, on order of appropriate authorities.
2. Checks make-ready work for accuracy and for attractiveness in layout, and returns questionable work to the Director of Curriculum for final approval before processing.
3. Safeguards paper stocks and maintain inventory records according to established procedures.
4. Notifies administrator when requested work is ready for final approval before processing.
5. Stacks and wraps final work for pick-up, and receive receipt for all deliveries.
6. Performs other duties as assigned by the Print Shop Supervisor.

Printer (3 of 3)

- B. Press Operator (Should be able to set up and run 360 offset color and black and white presses; set up and operate 30 inch cutter, operate Xerox 1090 and computerized 5090, jogger, set up and operate folder, stitcher, and other equipment).
 - 1. Same duties as above. Must have knowledge of layout, paste ups, binding work, collating, etc. Same or similar working conditions.
- C. Graphic Artist/Printer (Must be able to operate vertical camera, folder, stitcher, paper cutter, presses, copier and other machines. Much of the work is in the dark room, proofreading copy, and operating presses).
 - 1. Similar duties and working conditions as described above

Supervision exercised: None

Physical/Mental Requirements and Working Conditions: The job requires standing/walking about 6 hours per day. There is continuous bending/stooping, squatting/crouching, reaching above the shoulder and pushing/pulling. There is occasional to frequent crawling/kneeling and climbing. Must continuously lift up to 35 pounds and occasionally lift up to 75 pounds to load and unload machines, lift and carry cases of paper. Must have visual requirement to operate machines effectively and efficiently and to do paste-ups and proof read material/perform necessary dark room work. Must be able to hear sufficiently to notice mechanical problems, communicate with fellow workers. Can be exposed to sharp and dangerous equipment. Exposure to blanket wash - plate cleaners, ink, and other photo processing chemicals.

TERMS OF EMPLOYMENT: 251 days per year

SALARY: Category D

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

Revised 1998-99 Negotiated Contract
Approved 08-09-93
Revised 01-16-01