

# USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

POSITION TITLE: **PRINT/COPY SUPERVISOR**

SUPERVISOR: Business Manager

PAYMENT RATE: According to Board Policy. This is a twelve month employment agreement.

CLASSIFICATION: Non-Exempt

QUALIFICATIONS:

1. High School diploma or equivalent
2. Must have communication skills (reading, writing, speaking, telephone and interpersonal)
3. Proficiency/experience with all office machinery and equipment
4. Proficiency/experience with a PC/Mac
5. Ability to receive and produce web based or e-mail files
6. Demonstrate ability to manage regular office routines and staff

ESSENTIAL FUNCTIONS:

1. Represent the school district in a professional and business-like manner.
2. Interact with customers/staff via email, phone or greet visitors to the office in person to obtain job specifications and respond to copy requests, provide customer focused service.
3. Communicate effectively and work cooperatively with customers/staff to ensure timely response and problem resolution to end users for the purpose of providing excellent customer service.
4. Operate copiers, proficient in equipment and computer interface adjustments required to run various sizes, weights, of paper stock
5. Proficient in operation of all office bindery equipment; including but not limited to: cutter, stitcher, padder, electric drill press, 3-hole punch, comb, spiral and wire binders.
6. Responsible for minor maintenance of copy equipment by solving paper jams, placing service calls and conduct routine cleaning for the purpose of ensuring a safe work environment.
7. Responsible for entering monthly machine meter readings and for major maintenance of office equipment by planning service calls to minimally disrupt copy services.
8. Responsible for ordering supplies and keeping adequate stock on hand to maintain efficient flow of operations.
9. Assist in preparation for enrollment, providing and designing print materials as needed.
10. Design and produce the district school calendar, staff, student, and sports directories and programs as needed.
11. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
12. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Regular stooping, bending or reaching.
2. Ability to manually move, lift, carry, pull or push heavy objects or materials.
3. Requires prolonged standing, and use of equipment including repetitive motions.
4. Must be able to work independently without continuous supervision.
5. Must occasionally work in noisy and crowded environments, with numerous interruptions.
6. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
7. Requires regular attendance and physical presence at the job.

TERMS OF EMPLOYMENT: At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 8/8/2016