

TITLE: District Printer

QUALIFICATIONS: Established by the School Board

REPORTS TO: Director of Curriculum and Instruction

SUPERVISES: Print Shop Aide

JOB GOAL: To receive, fill, and return to originator requests for printing.

PRIMARY PERFORMANCE RESPONSIBILITIES:

1. Maintains inventory of paper, printing supplies, and related materials.
2. Coordinates maintenance of print shop equipment.
3. Recruits, interviews, and recommends employment of print shop aide.
4. Supervises print shop aide.
5. Assigns priorities to requests for printing.
6. Receives, fills, and returns to originators completed work orders.
7. Advises Director of Curriculum on ways to maintain effective and efficient systems for receiving, filling, and returning to originators completed job orders.
8. Performs such other tasks as may from time to time be assigned by the Director of Curriculum and Instruction.