

RSU No. 5
JOB DESCRIPTION

PRINTING CLERK

QUALIFICATIONS:

1. High School Diploma, GED equivalent
2. Strong organizational skills
3. Ability to interact well with school personnel, students and the public.
4. Ability to operate and maintain the following equipment:
5. Mac Computer - Creates projects using Word, Excel, etc. and downloads projects from email requests.
6. Black Ink Copier - Konica 7165
7. Color Copier - Konica Minolta C450
8. 3 Hole Electric Punch - AACO Model 535 - Punches holes up to 35 sheets at a time.
9. Manual 3 Hole Punch - GBC Bates - Punches holes up to 150 at a time.
10. Auto Folder - Martin Yale Model 1601 - Electric paper folder, will fold up to 150 sheets at a time into various styles (Letter, Half, Z, Double Parallel, and Brochure).
11. Heavy Duty Paper Cutter - Martin Yale 7000E - Cuts paper up to 200 sheets at a time.
12. Laminator - CSL Series III Classroom - For laminating.
13. Electric Spiral Binder - TCC 210EPB - For punching and inserting binders to make pages into books.
14. Laminating Press - For dry mounting and laminating.
15. Spiral Binder - For punching and inserting spiral binders to make pages into books.
16. MAXXUM 10 Vertical Collator - Collates up to ten pages and/or feeds collated pages into booklet.

REPORTS TO: Principal or designee.

JOB GOALS:

To assist in the efficient processing of paper so the educational program will realize the maximum benefit.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, understand policies, procedures and related information and to provide and follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movement.
3. Ability to talk, hear, see, speak, and correctly perceive, work under pressure and to meet time restraints.
4. Ability to do reaching, lifting, basic math, computer skills, writing, eye-hand coordination, sitting and stooping.
5. Ability to lift up to 50 pounds.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for the printing of needed district information.
2. Associated clerical work, as necessary.
3. Other duties that may be assigned at the discretion of principal or designee.
4. Duplicates, copies, or prints all district forms and such other reports, brochures, and programs as directed.
5. Upholds copyright laws as they apply to the work submitted.

6. Keeps and records daily statistics of workshop's output.
7. Maintains clean and organized workspace.
8. Encourages conservation of paper, and supplies.
9. Provide layout advice as requested.
10. Provide instruction on use of equipment to designated staff as deemed necessary.
11. Manage supply inventories and order supplies as needed.
12. Compile reports of work completed as requested (due by 31 December and 30 June).
13. Completes non-school work as time permits and within reason.

LEGAL AND ETHICAL DUTIES:

1. Maintain confidentiality about all aspects of administrative work, student performance and written oral records.
2. Demonstrate a respect for the legal and human rights of students.
3. Follow health and safety procedures established by the system.
4. Arrive and depart punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrate dependability, integrity, and other ethical standards.
6. Follow the chain of command for various administrative procedures and student or program concerns.
7. Observe RSU NO. 5 Board of Directors and school policies.
8. Meet and follow all State and Federal laws and regulations.

TERMS OF EMPLOYMENT: In accordance with negotiated contract.

EVALUATION: Evaluated annually by the Principal or designee in accordance with this document.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee's Signature: _____ Date: _____

Original to Personnel File
File Copy to Employee
Adopted: January 27, 2010 Final