

# SCHOOL DISTRICT OF DESOTO COUNTY

## GRAPHIC ASSISTANT

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Related job experience preferred.
- (3) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform specific aspects of the printing trade. Knowledge of safety requirements and ability to follow safety procedures. Ability to work as a team member. Ability to communicate effectively both orally and in writing. Ability to explain problems and issues to graphic specialist and other personnel. Ability to follow oral and written instructions. Ability to maintain records and submit reports. Ability to work independently.

#### REPORTS TO:

Assistant Director of Facilities

#### JOB GOAL

To assist in providing quality printing services for the school system.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \*(1) Assist in the production of printed materials on offset printing equipment and other duplicating and printing equipment.
- \*(2) Assist in operating offset presses and duplicating equipment.
- \*(3) Prepare equipment for production.
- \*(4) Adjust equipment as needed.
- \*(5) Adjust solutions for proper balance with ink used.
- \*(6) Observe work closely during press operation for quality and quantity of duplications.
- \*(7) Inspect copies for quality.
- \*(8) Operate all bindery equipment as required.
- \*(9) Assist in making printing plates.
- \*(10) Assist in proofreading, paste up and providing art when necessary.
- \*(11) Record product data on work orders and daily paperwork.
- \*(12) Adhere to schedule to produce printed materials by designated times.
- \*(13) Demonstrate initiative in the performance of assigned responsibilities.

##### Employee Qualities/Responsibilities

- \*(14) Accurately complete work orders.
- \*(15) Work independently or as a team member.

## GRAPHIC ASSISTANT (Continued)

- \*(16) Assist in a perpetual quality control program for filling requests and pricing jobs on work orders.
- \*(17) Interact with district and school personnel.
- \*(18) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \*(19) Model and maintain high ethical standards.
- \*(20) Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- \*(21) Ensure adherence to good safety standards.
- \*(22) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### Inter/Intra-Agency Communication and Delivery

- \*(23) Exercise service orientation when working with others.
- \*(24) Interact well with co-workers, school personnel and administrators.
- \*(25) Keep supervisor informed of potential problems or unusual events.
- \*(26) Use effective, positive interpersonal communication skills.
- \*(27) Respond to inquiries and concerns in a timely manner.

### System Support

- \*(28) Represent the district in a positive and professional manner.
- \*(29) Exhibit interpersonal skills to work as an effective team member.
- \*(30) Follow federal and state laws as well as School Board policies, rules and regulations.
- \*(31) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \*(32) Work extra hours or a flexible schedule when necessary.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

### PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

### COMPENSATION:

Compensation for this position is Pay Lane **D04**

### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.