BISMARCK PUBLIC SCHOOLS
Job Description

"Together, our strong relationships build inclusive, collaborative, and innovative environments that create agency and inspire a passion for learning, excellence, and discovery."

"Empower every learner to *thrive*."

Print Shop Assistant

Purpose Statement
The job of Print Shop Assistant is performed for the purpose of designing effective and aesthetically pleasing written materials, reviewing materials for content and clarity, and ensuring accurate billing. This role supports district employees, parents, board members, and others with their design and production needs, ensuring high-quality results in a cost-effective manner.

Supervisory Relationship
Reports to: Print Shop Supervisor

Essential Functions
- **Assist with Design and Production:** Support district employees, parents, board members, etc., with design and production requirements for duplicating jobs (e.g., recommending paper, reviewing layout, evaluating costs) to meet requester's needs in the most cost-effective and viable manner.
- **Design Various Items:** Assist in designing a variety of items (e.g., annual publications, logos, letterhead, posters) to provide the most effective use of instructional materials in the classroom.
- **Coordinate Projects:** Collaborate with teachers, site administration, supervisors, and other trades to complete projects/work orders efficiently.
- **Estimate Costs:** Provide necessary cost estimates for making decisions and taking appropriate actions.
- **Implement Policies:** Follow departmental policies to facilitate appropriate review and approval of all materials.
- **Inspect Materials:** Verify the quality of graphic materials produced to ensure they meet standards.
- **Maintain Equipment and Supplies:** Ensure availability and proper functioning of equipment in a safe and operational condition.
- **Maintain Records:** Keep documents, files, and records up-to-date for reference and compliance.
- **Research Solutions:** Investigate topics related to materials, equipment, and work aids to recommend solutions that address specific requirements and enhance overall efficiency of operations.
- **Participate in Meetings and Training:** Attend meetings, workshops, and trainings to gather and convey information required for job functions.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills
- Proficiency in operating standard office and print shop equipment.
- Competence in performing standard clerical procedures and planning/managing projects.
- Effective communication skills and the ability to utilize pertinent software and equipment.

Knowledge
- Basic math skills, including calculations using fractions, percents, and ratios.
- Ability to read technical information, compose documents, and facilitate group discussions.
- Knowledge of various position-specific information learned on the job.

Abilities

- Schedule activities and gather, collate, and classify data.
- Use job-related equipment with flexibility to work with others in various circumstances.
- Analyze data and create action plans.
- Meet deadlines and schedules, work under time constraints, be attentive to detail, adhere to safety practices, and maintain accurate records.

Responsibility

Work under limited supervision following standardized practices and methods. Lead, guide, and coordinate others. Operate within a defined budget and utilize resources from other work units as needed. Have some impact on the organization's services.

Work Environment

Physical demands include some lifting, carrying, pushing, and pulling, with significant fine finger dexterity. Generally involves 10% sitting, 10% walking, and 80% standing. The job is performed in a clean atmosphere.

Experience

Job-related experience within a specialized field is required

Education

High school diploma or equivalent

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Salary Grade

SG

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at https://www.bismarckschools.org/school-board/district-administrative-policies. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.