

Monticello Public Schools
ISD #882
JOB DESCRIPTION

**Position Title: Central Printing
Paraprofessional**

Department: Paraprofessional

Exempt Status: Non-Exempt

Reports To: Building Principal

Date: April 18, 2016

Approval: Assistant Superintendent

JOB SUMMARY: Provide central printing services to staff and the School District as a whole.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

75% Printing Services/Maintenance

- A. Provide printing and duplicating services for all schools and District departments, including basic copy jobs, booklets, flyers, posters and laminating, using a variety of equipment.
- B. Maintain a variety of machines in the shop including performing routine maintenance and troubleshooting, and secure repair services from technicians as needed.

10% Building Mail

- A. Process mail for the District and department including such things as sorting, distributing, and opening as appropriate, incoming mail, preparing various mailings, sorting and metering outgoing mail, etc.

10% Staff Support/Other

- A. Assist staff in using the central printing system, including issues with scanning documents, and electronic submission of jobs as well as making use of various features available through the central print shop.
- B. Assist staff and volunteers with troubleshooting in die-cut room.

5% Supply Inventory

- A. Maintain inventory of needed supplies, including inks, toners, a variety of papers, envelopes, and laminating supplies for both the central print shop and school buildings through central supply. Checks on pricing for needed supplies and submits requisitions to District office staff for ordering.

Perform other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- High School diploma or equivalent.

Experience:

- Experience with computers, copiers and duplicators preferred.
- Training in computers preferred.

Essential Skills Required to Perform the Work:

- Knowledge and application of basic computer, math and language skills.
- Ability to work well with students and staff.
- Uses established District procedures in making decisions.
- Knowledge of troubleshooting computers, copiers, and printers.
- Knowledge of internet usage.
- Knowledge of basic clerical skills.
- Ability to follow written and verbal instructions.
- Ability to apply rules, instructions and stated policies/procedures.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates various equipment including central printing equipment, printers, digital scanners, copiers, duplicators, laminators, folding machine, padding and cutting machines, calculator, postage meter, electronic postal scale and telephone.
- Operates IBM PC computer using specialized printing software, various internet platforms, and current District email.

Supervision of Other Employees:

- This position does not provide work direction or supervision to other District employees.

Physical Job Requirements:

- Position involves bending, stooping and kneeling while working with students.
- Position involves extended periods of time on feet.
- Position involves occasionally lifting up to 40 lbs.
- Position involves frequent bending and stooping to load and unload paper.
- Position involves listening, speaking clearly and visual acuity.
- Position involves typing on keyboard.

Mental Job Requirements:

- Position requires reading and explaining directions.
- Position requires handling multiple tasks.
- Position requires dealing with interruptions and distractions.
- Position requires occasional priority changes.
- Position requires taking directions from several sources.
- Position requires maintaining flexibility.
- Position requires occasional deadlines.
- Position requires ability to be self-motivated.

Working Conditions:

- Exposure to print shop conditions including machine noise, fumes from machines, some exposure to chemicals and sharp blades/cutting tools.
- Position involves occasional exposure to blood/bodily fluids and airborne pathogens.

Job Outcomes:

- Projects a positive, flexible, cooperative, and respectful attitude with staff, students, parents and community members.
- Maintain confidentiality of student information.
- Provides a safe, learning environment.
- Treat all students and staff with dignity and respect.
- Process material accurately and efficiently in a manner that contributes to the efficient and smooth operation of the office.
- Provide customer service to staff in a courteous and efficient manner.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.