

COLONIAL INTERMEDIATE UNIT 20  
POSITION DESCRIPTION

TITLE: Assistant Printer

QUALIFICATIONS: Knowledge of printing and equipment and materials. Familiarity with duties and function of a small to medium commercial print shop. Ability to understand and carry out oral and written instructions with a minimum of supervision. Ability to work flexible hours and overtime.

REPORTS TO: Printing Coordinator and Director of Technology

LOCATION: Colonial Intermediate Unit 20 Office

JOB GOAL: Assist Printing Coordinator in some aspects of print shop operation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Help maintain and repair all printing shop equipment.
2. Operate presses including single and multicolor operation and four color process.
3. Expose and process metal plates.
4. Perform all bindery operations, folding, collating, stapling, cutting, hot and cold binding, punching, GBC binding booklet maker.
5. Must be capable of lifting 75 pounds, pushing carts loaded with equipment or materials, stacking and using proper equipment to move all materials utilized in print shop.

OTHER MAJOR DUTIES AND RESPONSIBILITIES:

1. Help to order, inventory, store and utilize all paper, ink and other materials used in the printing process.
2. Assist with copy machines on large jobs.
3. Assist in job quotes and scheduling.

OTHER GENERAL DUTIES AND RESPONSIBILITIES:

1. Must function as a team member in worksharing activities with other departments such as Technical Repair, IMS, Maintenance, and Transportation on projects designated by the administration.
2. Establish and maintain a positive working relationship with Intermediate Unit staff.
3. Must demonstrate self-initiative and be able to work independently.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.

TERM OF EMPLOYMENT:

1. Salary and work year to be established by the board.

In accordance with state and federal law, reasonable accommodations will be considered upon employee request.

ASSISTANT PRINTER

Standards of Performance

2009-2010

The Assistant Printer will report to and be responsible to the Printing Coordinator and the Director of Technology.

The standards of performance of this position are:

1. Essential Duties and Responsibilities (70 Points)
2. Other Major Duties and Responsibilities (20 Points)
3. Other General Duties and Responsibilities (10 Points)

ASSISTANT PRINTER

Standards of Performance

1. Satisfactory performance in respect to essential duties and responsibilities will be attained when:
  1. 1. All printing equipment used in the process is maintained and repaired.
  1. 2. Operation of the press work including single and multicolor operations and four color process is completed.
  1. 3. Exposing and processing of metal plates is completed.
  1. 4. Bindery operations, folding, collating, stapling, cutting, hot and cold binding, punching, GBC binding, booklet maker are completed.
  1. 5. Lifting 75 pounds, pushing carts loaded with equipment or materials, stacking and using proper equipment to move all materials utilized in the graphics department is achieved.

ASSISTANT PRINTER

Standards of Performance

2. Satisfactory performance in respect to other major duties and responsibilities will be attained when:
  2. 1. Helping to order, inventory, store and utilize all paper, ink and other materials used in the printing process is completed.
  2. 2. Operation of the copy machine for large jobs is completed.
  2. 3. Assistance in job quotes and scheduling is rendered.

ASSISTANT PRINTER

Standards of Performance

3. Satisfactory performance in respect to other general duties and responsibilities will be attained when:
  3. 1. Functioning as a team member in worksharing activities with other departments such as Technical Repair, IMS, Maintenance, and Transportation on projects designated by the administration is completed.
  3. 2. A positive working relationship is established and maintained with Intermediate Unit staff.
  3. 3. Self-initiative and the ability to work independently is demonstrated.

