Dayton School District #8
Job Description

Job Title: Print Shop Operator
Reports To: Superintendent
FLSA Status: Non-Exempt

JOB SUMMARY

This position provides support and services to staff and students which allow them to have available needed copies and documents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policies and procedures.
2. Maintains and operates various copy and printing equipment.
3. Completes all print orders and projects for the District including, but not limited to: copying, binding, laminating, etc.
4. Uses print knowledge and skill to assist staff with the generation and creation of educational materials, signs, presentations, publications, letterhead, etc.
5. Maintains an efficient inventory system for all print shop materials and equipment and assists in costing out and preparing quotes for services and/or new equipment.
6. Orders and verifies inventories of all print shop materials and equipment.
7. Coordinates print shop related vendors or services (e.g., repairs).
8. Answers phones and provides customer service support, as needed.
9. Maintains a thorough and accurate schedule of print projects and deadlines.
10. Maintains up-to-date knowledge of all print shop equipment and software.
11. Maintains a safe environment for students and staff at all times.
12. Reports safety, sanitary and fire hazards immediately to supervisor.
13. Interacts thoughtfully and courteously with students, staff and community members and resolves conflict in a professional manner.
14. Complies with applicable District, state, local and federal laws, rules and regulations.
15. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends staff meetings.
3. Reports issues to authorities as necessary, animal control, suspicious activity etc.
QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent from two-year college or technical school or at least one year related experience and/or training or equivalent combination of education and experience. Prior experience working in a print shop preferred.

- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others’ ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with staff, students and public.

- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions from managers, clients, and staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.

- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables where limited standardization exists.

- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to proficiently use the following programs strongly preferred: Acrobat, ESIS, File Maker Pro, InDesign, Illustrator, MS Excel, MS Word, Photoshop, Printshop Pro, and Outlook preferred. Ability to type accurately and proficiently.

- **Other Skills and Abilities:** Ability to appropriately communicate with students and District staff. Ability to multi-task, meet timelines and exercise good judgment while working in a dynamic environment.

- **Certificates, Licenses, Registrations:** Certificates as determined by the District including the ability to obtain a valid CPR/First Aid card and Oregon Driver License, Bloodborne Pathogens Exposure Prevention and Child Abuse: Mandatory Reporting and Sexual Conduct: Staff to Student training.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, stand, use hands for fine manipulation, handle or feel and reach with
hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 100 pounds. Specific vision abilities required by this job include color vision, close vision, distance vision, depth perception, ability to adjust focus and peripheral vision.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment combines standard office setting including standard office equipment (fax, copier, phone, and computer) with a print shop setting. The noise level in the work environment is moderate to high depending upon the print shop activities. The employee is exposed to work near moving parts, some hazardous chemicals or fumes (printing ink, solvents/cleaners), and risk of electrical shock and vibration. The employee may be exposed to bloodborne pathogens.

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**OTHER**

| Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable. |

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I have read and understand this job description.

**Signature:** ______________________________

**Date:** __________________________