Job Title: Print Shop Operator

Job Summary:
Under the direction and supervision of the Executive Director of Business and Technology or designee, the Print Shop Operator will provide materials needed by school personnel for instruction, special events and meetings; ensures the safe and efficient operation of reproduction services; and delivers completed materials within established time frames.

Essential Job Functions:
This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Calculates resource estimates (e.g. personnel time, material costs, etc.) for purpose of printing and/or duplicating.
- Creates layouts of district/building forms for the purpose of providing clear, easy to follow materials/forms.
- Inspects print jobs for the purpose of completing jobs within requested specifications, quality standards and quantity requirements.
- Maintains a variety of files and records (e.g. print orders, department billing files, maintenance agreements, etc.)
- Maintains machines, equipment, tools and work areas (e.g. load supplies, clear paper jams, etc.) for the purpose of ensuring a safe working environment and the availability of items within a specific timeframe.
- Monitors the supply inventory for the purpose of ensuring required materials are available.
- Operates a variety of equipment (e.g. copier, drill, binder, collating machine, etc.)
- Prepares printing job/s (e.g. binding, collating etc.) for the purpose of packaging jobs for distribution.
- Prints all standard forms, form catalogue and other documents (e.g. announcements, letterhead, fliers, pamphlets, etc.) for the purpose of providing materials needed by school personnel for instruction, special events and meetings.
- Respond to all clientele in a cordial and courteous manner.
- Assist in upholding and enforcing school district rules, administrative regulations, and board policies.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Requires the use of multiple communication systems, such as electronic mail and computers.
- Inspect school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- The employee shall maintain a consistent presence at the assigned work site(s) and work the regular work hours specified by the contract.
- Professionally interact with colleagues, members of the public, and students.
- Comply with all District policies and all applicable laws.
Perform special assignments and other duties as assigned or required by the supervisor.

Desired Skills:
- Experience in a similar position is preferred.
- Demonstrates ability to communicate clearly and effectively in both oral and written communication.
- Working knowledge of district-adopted software, including Microsoft Office.
- Ability to establish cooperative working relationships with district staff to enhance the completion of assigned tasks.
- Flexible in learning new concepts, cooperates with others, and adapts to a variety of assignments and conditions.
- Sets and attains high level of expectations with a commitment to using available resources in a way that accomplishment occurs.
- Demonstrates the ability to learn new ideas and skills for solving problems in a dynamic team environment.
- Demonstrates ability to relate and work effectively with staff and community.
- Demonstrates personal characteristics of flexibility, high-stress tolerance, reliability, punctuality, dependability, and an ability to maintain confidentiality.
- Ability to lift objects weighing up to 70 pounds.
- Ability to maintain high standards of professionalism and diplomacy in dealing with the public and district staff.

Minimum Qualifications:
- High School diploma or equivalent (documentation required at time of application).
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance.
- Valid Washington State driver’s license or evidence of mobility.
- Proof of Immunization (if born 1/1/57 or later).
- Per State of Washington mandate, Covid-19 vaccination is required unless a medical or religious exemption applies.
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act.
- Completion of all district-required trainings within thirty (30) calendar days from hire date.

Work Environment:
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. This is an office job. The employee is confined to a work area; required to have precise control of fingers and hand movements; experiences constant interruptions and inflexible deadlines; must be able to work at a computer monitor for prolonged periods; and must be able to crouch, crawl, bend, kneel, and lift/move objects such as files, boxes, etc. The employee may be required to deal with distraught and/or angry persons and may be exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:
The Printshop Operator shall be evaluated per the terms of the Public School Employees Collective Bargaining Agreement. The process shall include an evaluation of the employee’s performance of the above essential job functions and desired skills.

Classification History:
Job description developed: May 2016 ncr,
Job description revised: September 2021 ncr

East Valley School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX/ADA/Civil Rights Compliance Coordinator: Brian Talbott, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830 talbottb@evsd.org. Section 504 Coordinator: Maureen Lyden, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830, lydenm@evsd.org.