

NAME:

TITLE: District Print Shop Worker

- QUALIFICATIONS:**
1. High School Diploma
 2. Ability to prioritize work.
 3. Ability concerning confidentiality of information and professionalism regarding sensitive matters.
 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Operations Director

JOB GOAL:

TERMS OF EMPLOYMENT: Twelve-month year at six hours per day. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

PERFORMANCE RESPONSIBILITIES:

<u>Meets</u> <u>Expectations</u>	<u>Needs</u> <u>Emphasis</u>	
_____	_____	1. Operate and maintain Xerox 1075 copier and Standard 5P9010 duplicating machine.
_____	_____	2. Run and distribute approximately 3 million copies annually for classrooms, PTA, Booster Club, and administrative offices district-wide.
_____	_____	3. Gather bid pricing annually from vendors and suppliers for district paper order and maintain supporting documentation. Generate orders and coordinate deliveries.
_____	_____	4. Maintain inventory of copier supplies for Xerox machines located in print shop and at high school.
_____	_____	5. Maintain monthly usage records of Xerox machines located in district print shop and at High School.
_____	_____	6. Operate Scottply Signgraver and provide nameplates for classrooms, board members, administration, and athletic record boards of district. Maintain inventory of all related supplies and order as necessary.
_____	_____	7. Prepare miscellaneous mailings, assemble booklets, binders and programs, print approximately 55,000 district envelopes annually, and perform other related tasks, i.e. hand stapling, stacking, folding, etc.
_____	_____	Attendance
_____	_____	Punctuality
_____	_____	Dependability
<u>Meets</u>	<u>Needs</u>	

Expectations Emphasis

_____	_____	Relationship with Other Personnel
_____	_____	Relationship with Students/Public
_____	_____	Quality of Work
_____	_____	Cooperation
_____	_____	Work Habits (Neatness, Speed, Etc.)
_____	_____	School Ethics (Confidentiality, Loyalty)
_____	_____	Other _____

EVALUATION SUMMARY

I believe that this employee's major strong points are:

1. _____

2. _____

3. _____

I believe that the following areas need improvement:

1. _____

2. _____

3. _____

I have read this evaluation and have had a conference with the evaluator. _____ Yes _____ No

I agree with the evaluator. _____ Yes _____ No

If no, with what specific statement(s) do you disagree?

Signature of Evaluator _____ Date: _____

Signature of Employee: _____ Date: _____