

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Graphics Assistant (W47)	Job Family: 05
Department: School/Department	Lane Placement: 6
Supervisor's Title: Principal/Director	Contract: 184 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 7
Special Education Approval: <u>Krista Robinson</u>	Date: <u>8-2-15</u>
Department Approval: <u>Paula Jankman</u>	Date: _____
ADA Review: <u>June Masten</u>	Date: <u>8-25-15</u>
Human Resource Approval: <u>Butt Bury</u>	Date: <u>8-10-15</u>
Superintendent Approval: <u>Steve A. Johnson</u>	Date: <u>8/27/15</u>
Original date: <u>03/07</u> Revised: <u>07/15</u>	Revised: _____ Revised: _____

GENERAL FUNCTION

Under the direction of the principal or director, the **Graphics Assistant** trains, monitors and collects data on student mastery of targeted job skills and adapts tasks to meet individual student needs and skill level. Works closely with customers to develop and fabricate finished products using plastic, metal, wood and glass. Develops, writes and produces graphic designs, illustrations and text using computer programs and other tools. Coordinates bids, printing jobs and other processes with vendors, customers and co-workers.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Provide instruction/job shadowing opportunities to students with disabilities.
- Train, monitor and collect data on student mastery of targeted job skills.
- Adapt job tasks to meet individual student needs and skill level.
- Receive graphic projects and develop creative solutions to meet customer wants/needs in a timely manner under stringent deadlines.
- Format computerized graphics for production on rotary and laser engravers using GravoStyle, CorelDRAW and other design applications.
- Develop and produce graphic designs, illustrations and production methods, write body, copy, edit and proofread for signage, awards, signs, logos, certificates, etc.
- Scan, clean-up and ready graphic images for production using scanning software, Bitmap and vector-art design applications.
- Calculate and develop layouts for proper engraving placement/plotting.
- Fabricate finished products using plastic, metal, wood and glass. Conduct press checks and proofing for printing and production.
- Develop new products and applicable manufacturing templates/jigs.
- Perform routine equipment and department maintenance.
- Perform office procedures: tracking order placement, material ordering, product inventory and billing using computer office applications, filing and other methods.
- Obtain bids, coordinate production/printing with other agencies.
- Conduct product investigation and develop packaging for finished product.
- Provide and maintain courteous and professional service interactions with customers, vendors, co-workers and students.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires an Associate's degree in graphic design or related field PLUS two years of professional design experience or an equivalent combination of education and experience.
- Experience with vector-art applications, bitmap image applications, layout, scanning and production. Must be familiar with engraving applications.
- Experience working with students with disabilities preferred.
- Proficiency in PC/Windows environment, Mac operating systems, industry-standard design software, office applications, scanning, and ability to learn new programs on either PC or Mac as needed.
- Knowledge of preparation/collection of files for printing and production.
- Understanding of digital image resolution, file formatting and file sharing.
- Ability to configure layouts/compositions: mathematically, typographically, spatially, and aesthetically. Ability to reconfigure graphic images and develop monochromatic solutions to translate images to engraved materials.
- Understanding of color values-conversion to grayscale and reverse imaging.
- Ability to operate and maintain power tools and cutting equipment.
- Effectively communicate in person, writing and by phone with customers, vendors, co-workers and students. Must have excellent interpersonal and public relation skills.
- Must be creative, self-directed, flexible, honest, able to perform under pressure and have excellent problem solving skills.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Operate power saws, drills, shearer and glasscutter for engraved product fabrication. Rotary and laser engravers. Frequent use of hand tools and occasional use of power tools and manual cutting tools. Computer programs and applications.

Physical Requirements – Not limited to the following:

- Occasional sitting (up to 2 hours continuous at workstation) and frequent standing (up to 8 hours continuous).
- Frequent fine motor skills, fine dexterity handling of materials, precision placement of materials, gripping 50 pounds and pinching 15 pounds.
- Occasional lifting from floor to shoulder up to 30 pounds, floor to waist up to 50 pounds and awkward lifting up to 40 pounds.
- Occasional ladder climbing, awkward position (prolonged bent at waist, prolonged reaching, prolonged trunk rotation), kneeling, repetitive motion and kneel and reach.
- Frequent near vision with extremely small materials.
- While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, occasionally exposed to fumes, airborne particles and vibration.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.