



NEW: Revised: Submitted:
 07/01/2024 03/26/2024
 07/01/2019 06/11/2019

JOB TITLE:	ASSISTANT EDITORIAL
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8003
BARGAINING UNIT:	CLAR

SCOPE OF RESPONSIBILITIES

Reviews documents to ensure absence of all errors, including errors in standard American English grammar/usage, spelling, and diction, as well as errors in dates, type size, and font, ~~and content~~. Ensures all supplied content is included in the design. Serves as a reader of mechanics to improve format, design, and readability for the purpose of high-quality, finished products, and an efficient workflow.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Proofreads materials accepted for publication and verifies accuracy of grammar/usage according to content of material

Proofreads ~~word-processed~~/printed and digital copy for clarity and accuracy and is able to work on deadline and under pressure and to adjust to an uneven workflow

Consults with ~~editor and~~ graphic designers concerning questions of content and format in printed materials

Follows directions of ~~editors and director of unit~~ department head in various aspects of proofreading and is able to work independently and cooperatively within the Editing Department and among all Materials Production departments

Assists in the print room ~~and in word processing~~ and with the distribution of materials as assigned

Uses dictionaries, style manuals, handbooks, and various other sources—a multitude of retrieval sources—to ensure accuracy of content

Contacts customers, as necessary, to request information or clarification of document content

Enters corrections to documents as necessary

Works overtime hours as necessary

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

~~The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.~~

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
Bachelor's degree in English, or Journalism, or Communications
Expertise in the use of standard English form and usage
Ability to use retrieval sources independently
Ability to organize and take direction
Ability to use standard proofreaders' marks
Ability to work with computers and word processing software
Effective communication skills

DESIRABLE QUALIFICATIONS
Familiarity with District policies, publications, style, etc.
Experience in a diverse workplace



Revised: 07/01/2024
Submitted: 03/26/2024

JOB TITLE:	ASSISTANT EDITORIAL
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8003
BARGAINING UNIT:	CLAR

SCOPE OF RESPONSIBILITIES

Reviews documents to ensure absence of all errors, including errors in standard American English grammar/usage, spelling, and diction, as well as errors in dates, type size, and font. Ensures all supplied content is included in the design. Serves as a reader of mechanics to improve format, design, and readability for the purpose of high-quality, finished products, and an efficient workflow.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Proofreads materials accepted for publication and verifies accuracy of grammar/usage according to content of material

Proofreads printed and digital copy for clarity and accuracy and is able to work on deadline and under pressure and to adjust to an uneven workflow

Consults with graphic designers concerning questions of content and format in printed materials

Follows directions of department head in various aspects of proofreading and is able to work independently and cooperatively within the Editing Department and among all Materials Production departments

Assists in the print room and with the distribution of materials as assigned

Uses dictionaries, style manuals, handbooks, and various other sources—a multitude of retrieval sources—to ensure accuracy of content

Contacts customers, as necessary, to request information or clarification of document content

Enters corrections to documents as necessary

Works overtime hours as necessary

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
Bachelor's degree in English, Journalism, or Communications
Expertise in the use of standard English form and usage
Ability to use retrieval sources independently
Ability to organize and take direction
Ability to use standard proofreaders' marks
Ability to work with computers and word processing software
Effective communication skills

DESIRABLE QUALIFICATIONS
Familiarity with District policies, publications, style, etc.
Experience in a diverse workplace



NEW: Revised: Submitted:
 07/01/2024 03/26/2024
 09/17/2021 06/11/2019

JOB TITLE:	CLERK BINDERY/DISTRIBUTION
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8018
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

~~Responsible~~ Assumes responsibility for operation and maintenance of bindery ~~room~~ equipment and the distribution of high-quality finished materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- ~~Operates collator, folder and stitching 24-bin system~~ Operation of bindery equipment
- ~~Operates single unit 24-bin collator~~ Produces and assist in the distribution of high-quality finished materials
- ~~Lays out material to be collated, checks for proper order in format as well as numerical order and makes final general check~~ Assist with the finishing of jobs, to see they are completed properly, on time, and meeting the customers exact needs
- ~~Operates folder, paper cutter, hole drill press, and element bindery equipment~~ Assist in maintaining supplies for proper and efficient operation of bindery equipment
- Assist in maintaining shipping supplies, such as envelopes, boxes, labels, and tape
- Maintains bindery equipment in efficient working order, making simple adjustments and diagnosing problems as they occur
- Assist in the training of subs and students assigned through co-op programs
- ~~Assists in the distribution and inventory of printed materials~~ Assists with finishing work on jobs in Large Format area
- ~~Expedites work flow of bindery room~~
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

~~The work is performed while standing or walking. The work at times Work requires reaching, bending, squatting, carrying of light weights climbing, reaching with the ability to lift, carry, push and or pull medium/heavy weights. The work requires the use of hands for simple grasping, fine manipulations and pushing and pulling of arm controls, repairs, and adjustments on equipment. The work requires activities involving being around moving machinery, noise, exposure to marked changes in temperature and humidity and exposure to dust, chemicals, fumes, and gases. The work requires the use of feet for repetitive movements.~~

This work is completed in a production/assembly line setting This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): driving and reaching. The following physical activities are required occasionally (up to 50% of the workweek): climbing, crouching, kneeling, bending, and balancing. Feeling, grasping, hearing, talking, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., standing, and walking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Basic computer skills
Effective time management skills
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of bindery equipment
Ability to work independently
Knowledge of operation of copy equipment Forklift experience
Mechanical aptitude
Experience in diverse workplace



Revised: 07/01/2024
Submitted: 03/26/2024

JOB TITLE:	CLERK BINDERY/DISTRIBUTION
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8018
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for operation and maintenance of bindery equipment and the distribution of high-quality finished materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Operation of bindery equipment

Produces and assist in the distribution of high-quality finished materials

Assist with the finishing of jobs, to see they are completed properly, on time, and meeting the customers exact needs

Assist in maintaining supplies for proper and efficient operation of bindery equipment

Assist in maintaining shipping supplies, such as envelopes, boxes, labels, and tape

Maintains bindery equipment in efficient working order, making simple adjustments and diagnosing problems as they occur

Assist in the training of subs and students assigned through co-op programs

Assists with finishing work on jobs in Large Format area

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is completed in a production/assembly line setting This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): driving and reaching. The following physical activities are required occasionally (up to 50% of the workweek): climbing, crouching, kneeling, bending, and balancing. Feeling, grasping, hearing, talking, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., standing, and walking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Basic computer skills
Effective time management skills
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of bindery equipment
Ability to work independently
Forklift experience
Mechanical aptitude
Experience in diverse workplace



NEW: 07/01/2024
Submitted: 03/26/2024

JOB TITLE:	TRANSLATOR COMMUNICATIONS AND INFORMATION (SPANISH)
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	

SCOPE OF RESPONSIBILITIES

Assumes responsibility, with a minimum of supervision and guidance, for providing translations of district-wide documents, including press releases, school messages, website content, social media content, and more; works with the Communications and Marketing department to develop bilingual marketing and communication materials; provides language support to staff members who interact with stakeholders; develops video content for Spanish-speaking students, families, and stakeholders; facilitates and increases partnerships with Spanish-language media outlets.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Translate a variety of documents, including newsletters, press releases, website content, and official communications from English to Spanish and vice versa
- Interpret spoken communication during meetings, interviews, and public events for Spanish-speaking participants
- Collaborate with content creators to ensure accurate translation of educational materials, policies, and announcements
- Assist in the development of bilingual marketing materials, such as brochures, flyers, and social media posts, to promote district initiatives and events
- Conduct proofreading and editing of translated materials to maintain quality and adherence to linguistic standards
- Provide language support to staff members who interact with Spanish-speaking stakeholders
- Work with communications team to develop videos for Spanish-speaking students, families, and stakeholders
- Assist Administrative Secretary with responding to inquiries from Spanish-speaking stakeholders
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by the supervisor

PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the

workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Fluency in Spanish and English, with exceptional written and verbal communication skills in both languages.

High School Diploma or G.E.D

Strong attention to detail and ability to maintain accuracy while working under tight deadlines

Excellent interpersonal skills.

DESIRABLE QUALIFICATIONS

Ability to work well in a team situation

Experience in a diverse workplace



NEW: Revised:
07/01/2024
07/01/2019

Submitted:
03/26/2024
06/11/2019

JOB TITLE:	GRAPHIC DESIGNER ASSOCIATE
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8012
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES
Utilizes graphics/design computer software to communicate the vision of the District through the design of a wide variety of documents produced under tight deadlines; consults with personnel to determine design and printing needs and to maintain customer satisfaction; works closely with editing and printing departments to produce accurate, high-quality documents; assists in writing printing specifications and works with commercial printers on jobs that must be done outside the District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Utilizes the computer and graphics software packages to create visually pleasing designs for various documents
Communicates with personnel regarding jobs to ensure customer satisfaction and communicates printing instructions working closely with staff to help ensure a quality finished product
Ensures that jobs are finished accurately and on time, coordinating own work and sharing expertise with others within the department and across the District
Learns new software as needed to widen the scope of graphics capabilities; initiates new design techniques
Consults with personnel and department head regarding design/printing needs and develops appropriate production plans based on budgets and time restraints
Maintains a backup of current work on an external drive, and when jobs are finished, backs them up on the server
Understands all proofreader's marks to make accurate revisions of documents utilizing software's text editing functions
Operates and helps with the maintenance of graphics equipment
Assists with finishing work on jobs in Large Format area
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS
The work is primarily sedentary performed while sitting, standing, or walking. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push, or pull light moderate weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity and exposure to dust, fumes, and gases.

This work is conducted in a production/assembly line setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Associate degree or certificate/diploma in graphic design or commercial art or high school diploma/GED with two (2) years of experience in graphic design

Demonstrates word processing proficiency

Effective communication skills

DESIRABLE QUALIFICATIONS

Working knowledge of design principles

Experience in a diverse workplace



Revised:
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	GRAPHIC DESIGNER ASSOCIATE
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8012
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Utilizes graphics/design computer software to communicate the vision of the District through the design of a wide variety of documents produced under tight deadlines; consults with personnel to determine design and printing needs and to maintain customer satisfaction; works closely with editing and printing departments to produce accurate, high-quality documents; assists in writing printing specifications and works with commercial printers on jobs that must be done outside the District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Utilizes the computer and graphics software packages to create visually pleasing designs for various documents
- Communicates with personnel regarding jobs to ensure customer satisfaction and communicates printing instructions working closely with staff to help ensure a quality finished product
- Ensures that jobs are finished accurately and on time, coordinating own work and sharing expertise with others within the department and across the District
- Learns new software as needed to widen the scope of graphics capabilities; initiates new design techniques
- Consults with personnel and department head regarding design/printing needs and develops appropriate production plans based on budgets and time restraints
- Maintains a backup of current work on an external drive, and when jobs are finished, backs them up on the server
- Understands all proofreader's marks to make accurate revisions of documents utilizing software's text editing functions
- Operates and helps with the maintenance of graphics equipment
- Assists with finishing work on jobs in Large Format area
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

The work is performed while sitting, standing, or walking. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push, or pull moderate weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires being around moving machinery, and exposure to dust, fumes, and gases.

This work is conducted in a production/assembly line setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Associate degree or certificate/diploma in graphic design or commercial art or high school diploma/GED with two (2) years of experience in graphic design

Demonstrates word processing proficiency

Effective communication skills

DESIRABLE QUALIFICATIONS

Working knowledge of design principles

Experience in a diverse workplace



NEW: Revised:
07/01/2024
07/01/2019

Submitted:
03/26/2024
06/11/2019

JOB TITLE:	GRAPHIC DESIGNER
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8008
BARGAINING UNIT:	CLAR

SCOPE OF RESPONSIBILITIES

Conceptualizes and designs a wide variety of projects using a computer and graphics software; consults with personnel to determine needs; communicates with personnel to maintain customer satisfaction; works closely with the editing and printing departments to produce accurate, high-quality documents; writes printing specifications and works with commercial printers on jobs that must be done outside the District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Utilizes the computer and graphics software packages to create visually pleasing designs for various documents
- Communicates with personnel regarding jobs to ensure customer satisfaction; **and** communicates printing Instructions; ~~works working~~ closely with staff to help ensure a quality finished product
- Ensures that jobs are finished accurately and on time, **coordinating own work and sharing** ; ~~shares~~ expertise with others within the department and across the District
- Learns new software as needed to widen the scope of graphics capabilities; initiates new design techniques
- Consults with personnel **and department head** regarding design/printing needs and develops appropriate production plans ~~to ensure quality and client satisfaction based on budgets and time restraints~~
- Maintains a backup of current work on an external drive, and when jobs are finished, backs them up on the server
- Operates and maintains computer graphic equipment
- Understands all proofreader's marks to make accurate revisions of documents utilizing software's text editing functions**
- Writes printing specifications and collects estimates; coordinates the printing of jobs to ensure quality and client satisfaction
- Assumes the responsibilities of the supervisor in their absence
- Designs large scale Environmental Graphic Design (EGD) concepts for schools and departments to visually enhance connection with students, parents, and employees**
- Assists with printing jobs in Large Format area in Technician Large Format absence**
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities**
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction**

PHYSICAL DEMANDS

The work is primarily sedentary performed while sitting, standing, or walking. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push, or pull light moderate weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity and exposure to dust, fumes, and gases.

This work is conducted in a production/assembly line setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's degree in Graphic Design or Commercial Art

Three (3) years of experience in graphics design

Demonstrates word processing proficiency

Understands proofreader's marks

Experience operating computers with graphics software; ability to produce camera-ready artwork on the computer

Effective communication skills

DESIRABLE QUALIFICATIONS

Ability to work independently

Experience in a diverse workplace



Revised:
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	GRAPHIC DESIGNER
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8008
BARGAINING UNIT:	CLAR

SCOPE OF RESPONSIBILITIES

Conceptualizes and designs a wide variety of projects using a computer and graphics software; consults with personnel to determine needs; communicates with personnel to maintain customer satisfaction; works closely with the editing and printing departments to produce accurate, high-quality documents; writes printing specifications and works with commercial printers on jobs that must be done outside the District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Utilizes the computer and graphics software packages to create visually pleasing designs for various documents
- Communicates with personnel regarding jobs to ensure customer satisfaction and communicates printing instructions working closely with staff to help ensure a quality finished product
- Ensures that jobs are finished accurately and on time, coordinating own work and sharing expertise with others within the department and across the District
- Learns new software as needed to widen the scope of graphics capabilities; initiates new design techniques
- Consults with personnel and department head regarding design/printing needs and develops appropriate production plans based on budgets and time restraints
- Maintains a backup of current work on an external drive, and when jobs are finished, backs them up on the server
- Operates and maintains computer graphic equipment
- Understands all proofreader's marks to make accurate revisions of documents utilizing software's text editing functions
- Writes printing specifications and collects estimates; coordinates the printing of jobs to ensure quality and client satisfaction
- Assumes the responsibilities of the supervisor in their absence
- Designs large scale Environmental Graphic Design (EGD) concepts for schools and departments to visually enhance connection with students, parents, and employees
- Assists with printing jobs in Large Format area in Technician Large Format absence
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is conducted in a production/assembly line setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's degree in Graphic Design or Commercial Art

Three (3) years of experience in graphics design

Demonstrates word processing proficiency

Understands proofreader's marks

Experience operating computers with graphics software; ability to produce camera-ready artwork on the computer

Effective communication skills

DESIRABLE QUALIFICATIONS

Ability to work independently

Experience in a diverse workplace



NEW: Revised: Submitted:
 07/01/2024 03/26/2024
 07/17/2019 07/16/2019

JOB TITLE:	PRINTER PRODUCTION
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8014
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for operation and maintenance of print room equipment, and production and distribution of high-quality documents.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

~~Sets up and operates single and multi-color presses and other equipment in press room; responsible for stripping negatives and processing plates~~ Manages the operation and maintenance of print room equipment

Produces quality printed materials ~~while maintaining exact register and color~~

~~Maintains and makes minor adjustments to presses and press room equipment~~ Ensures that jobs are finished accurately and on time, coordinating own work and sharing expertise with others within the department and across the District

~~Operates computerized paper cutters and equipment with accuracy using correct paper calculations~~ Learns new software as needed to widen the scope of graphics capabilities; initiates new design techniques

Consults with personnel and the department head regarding design/printing needs and develops appropriate production plans based on budgets and time restraints

Maintains a backup of current work on an external drive, and when jobs are finished, backs them up on the server

Understands all proofreader's marks to make accurate revisions of documents utilizing software's text editing functions

Maintains ink, paper, and other ~~press print~~ room supply inventories

~~Produces four-color printing using quality instruments~~

Assists in the training of ~~subs and~~ students assigned through co-op programs

Produces work in a timely manner while meeting deadlines

Writes printing specifications and collects estimates; coordinates the printing of jobs to ensure quality and client satisfaction

Assists with finishing work on jobs in Large Format area

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities.

This position requires reporting to various worksites through JCPS based on caseload/programmatic assignments.

PHYSICAL DEMANDS

The work is performed while standing or walking. Work requires bending, squatting, climbing, reaching with the ability to lift, carry, push and or pull medium/heavy weights. The work requires the use of hands for simple grasping, fine manipulations, **pushing and pulling of arm controls. repairs, and adjustments on equipment.** The work requires being around moving machinery, exposure to **marked changes in temperature and humidity and dust, chemicals, fumes, and gases-**

This work is completed in a production/assembly line setting This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): driving and reaching. The following physical activities are required occasionally (up to 50% of the workweek): climbing, crouching, kneeling, bending, and balancing. Feeling, grasping, hearing, talking, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., standing, and walking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Experience in operation of print room equipment
Effective communication skills
Ability to work independently and follow directions both oral and written

DESIRABLE QUALIFICATIONS
Experience running two color presses and envelope feeder
Knowledge of operation of copy equipment
Ability to assemble film negatives and process metal printing plates
Experience in a diverse workplace



Revised:
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	PRINTER PRODUCTION
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8014
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for operation and maintenance of print room equipment, and production and distribution of high-quality documents.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Manages the operation and maintenance of print room equipment
- Produces quality printed materials
- Ensures that jobs are finished accurately and on time, coordinating own work and sharing expertise with others within the department and across the District
- Learns new software as needed to widen the scope of graphics capabilities; initiates new design techniques
- Consults with personnel and the department head regarding design/printing needs and develops appropriate production plans based on budgets and time restraints
- Maintains a backup of current work on an external drive, and when jobs are finished, backs them up on the server
- Understands all proofreader's marks to make accurate revisions of documents utilizing software's text editing functions
- Maintains ink, paper, and other print room supply inventories
- Assists in the training of subs and students assigned through co-op programs
- Produces work in a timely manner while meeting deadlines
- Writes printing specifications and collects estimates; coordinates the printing of jobs to ensure quality and client satisfaction
- Assists with finishing work on jobs in Large Format area
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities.
- This position requires reporting to various worksites through JCPS based on caseload/programmatic assignments.

PHYSICAL DEMANDS

The work is performed while standing or walking. Work requires bending, squatting, climbing, reaching with the ability to lift, carry, push and or pull medium/heavy weights. The work requires the use of hands for simple grasping, fine manipulations, pushing and pulling of arm controls. repairs, and adjustments on equipment. The work requires being around moving machinery, exposure to marked changes in temperature and humidity and dust, chemicals, fumes, and gases-

This work is completed in a production/assembly line setting This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): driving and reaching. The following physical activities are required occasionally (up to 50% of the workweek): climbing, crouching, kneeling, bending, and balancing. Feeling, grasping, hearing, talking, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., standing, and walking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Experience in operation of print room equipment
Effective communication skills
Ability to work independently and follow directions both oral and written

DESIRABLE QUALIFICATIONS
Knowledge of operation of copy equipment
Experience in a diverse workplace



NEW:
 Revised:
 07/01/2024
 07/17/2019

Submitted:
 03/26/2024
 07/16/2019

JOB TITLE:	PRINTER SENIOR PRODUCTION
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 10
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8016
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for operations and maintenance of ~~print room~~ digital color equipment, and production of high quality color ~~printed~~ materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- ~~Sets up and operates four-color and multi-color presses in pressroom; responsible for stripping negatives and processing plates~~ Manages the operation and maintenance of digital color equipment
- ~~Produces quality full color printed material while maintaining exact register and color~~
- Maintains and makes minor adjustments to presses and pressroom equipment Assist with the maintenance and operation of all Print Shop equipment
- ~~Operates computerized paper cutters and all other equipment in the pressroom with accuracy using correct paper calculations~~
- Manages job queues to determine the most cost effective, efficient way to run jobs while meeting the customers' needs and deadlines
- ~~Produces four-color printing using quality instruments~~ Reviews and manipulates PDF's making sure they print properly, maintaining the highest quality possible
- Calibrates digital color equipment, ensuring the highest possible quality production
- ~~Maintains ink, paper, and other pressroom supply inventories~~ Maintains supplies for proper and efficient operation of digital color equipment
- Performs the duties of the Print Shop Supervisor in their absence
- Assist in the training of subs and students assigned through co-op programs
- ~~Produces work in a timely manner while meeting deadlines~~
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments.

PHYSICAL DEMANDS

~~The work is performed while standing or walking. Work requires bending, squatting, climbing, reaching with the ability to lift, carry, push and or pull medium/heavy weights. The work requires the use of hands for simple grasping, fine manipulations, pushing and pulling of arm controls, repairs, and adjustments on equipment. The~~

~~work requires being around moving machinery, exposure to marked changes in temperature and humidity and exposure to dust, chemicals, fumes, and gases.~~

This work is completed in a production/assembly line setting This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): driving and reaching. The following physical activities are required occasionally (up to 50% of the workweek): climbing, crouching, kneeling, bending, and balancing. Feeling, grasping, hearing, talking, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., standing, and walking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Computer skills

Experience ~~in operation of print room~~ with digital print equipment

~~Experience running four-color, two-color, single-color presses and envelope feeder~~ Working knowledge of digital formats/files as they relate to printing

Ability to work independently and follows direction both oral and written

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of both digital and offset printing

Color printing experience

Knowledge of bindery equipment

~~Knowledge of operation of copy equipment~~ Knowledge of PDF file printing and manipulation

~~Ability to assemble film negatives and process metal printing plates~~

Forklift experience

Mechanical aptitude

Experience in diverse workplace



Revised:
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	PRINTER SENIOR PRODUCTION
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 10
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8016
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for operations and maintenance of digital color equipment, and production of high quality color materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
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- Manages the operation and maintenance of digital color equipment
- Assist with the maintenance and operation of all Print Shop equipment
- Manages job queues to determine the most cost effective, efficient way to run jobs while meeting the customers' needs and deadlines
- Reviews and manipulates PDF's making sure they print properly, maintaining the highest quality possible
- Calibrates digital color equipment, ensuring the highest possible quality production
- Maintains supplies for proper and efficient operation of digital color equipment
- Performs the duties of the Print Shop Supervisor in their absence
- Assist in the training of subs and students assigned through co-op programs
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments.

PHYSICAL DEMANDS

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Computer skills
- Experience with digital print equipment
- Working knowledge of digital formats/files as they relate to printing
- Ability to work independently and follows direction both oral and written
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Knowledge of both digital and offset printing

Color printing experience
Knowledge of bindery equipment
Knowledge of PDF file printing and manipulation
Forklift experience
Mechanical aptitude
Experience in diverse workplace



NEW:
Revised:
07/01/2024
07/17/2019

Submitted:
03/26/2024
07/16/2019

JOB TITLE:	TECHNICIAN BINDERY/COPY
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8020
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for operation of computer-equipped copy production equipment to scan, merge and produce documents; responsible for bindery and distribution functions.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Manages ~~the operation and maintenance of bindery equipment computer-equipped (digital) copy production equipment to scan, merge, copy, and bind documents~~

Produces ~~high-quality double- and single-sided documents~~ quality finished materials

Manages ~~the finishing of jobs, to see they are completed properly, on time, and meeting the customers exact needs print queues and moves jobs to other queues~~

~~Manages and maintains public storage for print files and file servers~~

Assist in maintaining supplies for proper and efficient operation of bindery equipment

~~Maintains equipment in efficient working order, making adjustments, diagnosing problems as they occur, and corresponding with service technicians~~

~~Programs high-speed digital copier and scans documents for reproduction~~

Maintains inventory and supplies ~~for copier~~, such as envelopes, boxes, labels, and tape

~~Interprets and makes independent judgments concerning copyright laws and regulations~~

Assist with the operation of digital print equipment as needed

Assist in the training of subs and students assigned through co-op programs

~~Operates production bindery equipment including hole drill, cutter, folder, collator, and stitcher~~

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires bending, squatting, climbing, reaching with the ability to lift, carry, push and or pull ~~light~~ medium/heavy weights. The work requires the use of hands for simple grasping ~~and~~, fine manipulations ~~repairs, and adjustments on equipment~~. The work requires ~~activities involving~~ being around moving machinery, noise, ~~exposure to marked changes in temperature and humidity and~~ exposure to dust, chemicals, fumes, and gases. ~~The work requires the use of feet for repetitive movements.~~

This work is completed in a production/assembly line setting This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): driving and reaching. The following physical activities are required occasionally (up to 50% of the workweek): climbing, crouching, kneeling, bending, and balancing. Feeling, grasping, hearing, talking, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., standing, and walking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Basic computer skills
Experience in operation of print room with digital print equipment
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of operation of copy equipment
Ability to work independently
Forklift Experience
Mechanical aptitude
Experience in a diverse workplace



Revised:
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	TECHNICIAN BINDERY/COPY
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8020
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for operation of computer-equipped copy production equipment to scan, merge and produce documents; responsible for bindery and distribution functions.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Manages the operation and maintenance of bindery equipment

Produces quality finished materials

Manages the finishing of jobs, to see they are completed properly, on time, and meeting the customers exact needs

Assist in maintaining supplies for proper and efficient operation of bindery equipment

Maintains inventory and supplies such as envelopes, boxes, labels, and tape

Assist with the operation of digital print equipment as needed

Assist in the training of subs and students assigned through co-op programs

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires bending, squatting, climbing, reaching with the ability to lift, carry, push and or pull medium/heavy weights. The work requires the use of hands for simple grasping fine manipulations repairs, and adjustments on equipment. The work requires being around moving machinery, noise, exposure to dust, chemicals, fumes, and gases.

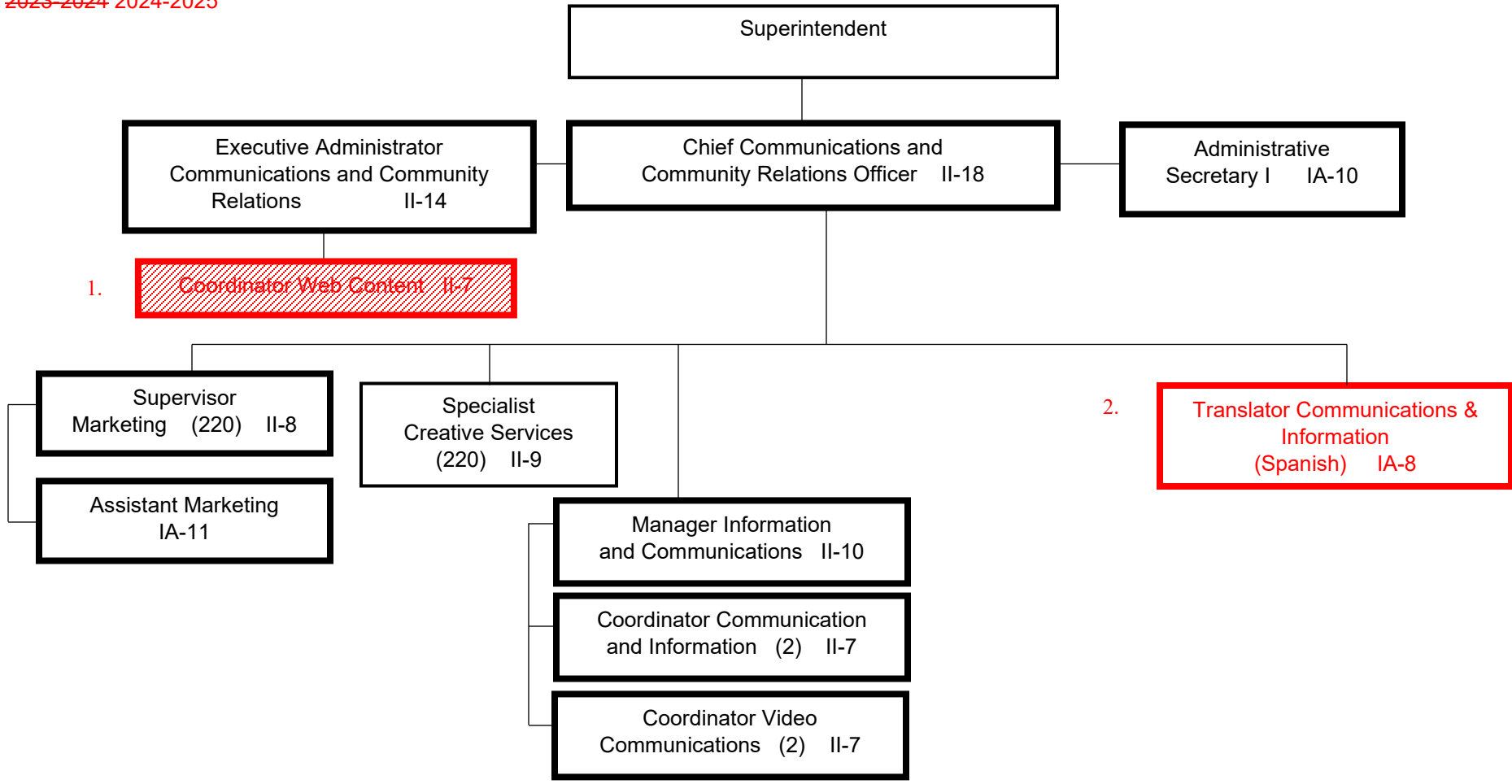
This work is completed in a production/assembly line setting This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

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MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.
Basic computer skills
Experience with digital print equipment
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of operation of copy equipment
Ability to work independently
Forklift Experience
Mechanical aptitude
Experience in a diverse workplace

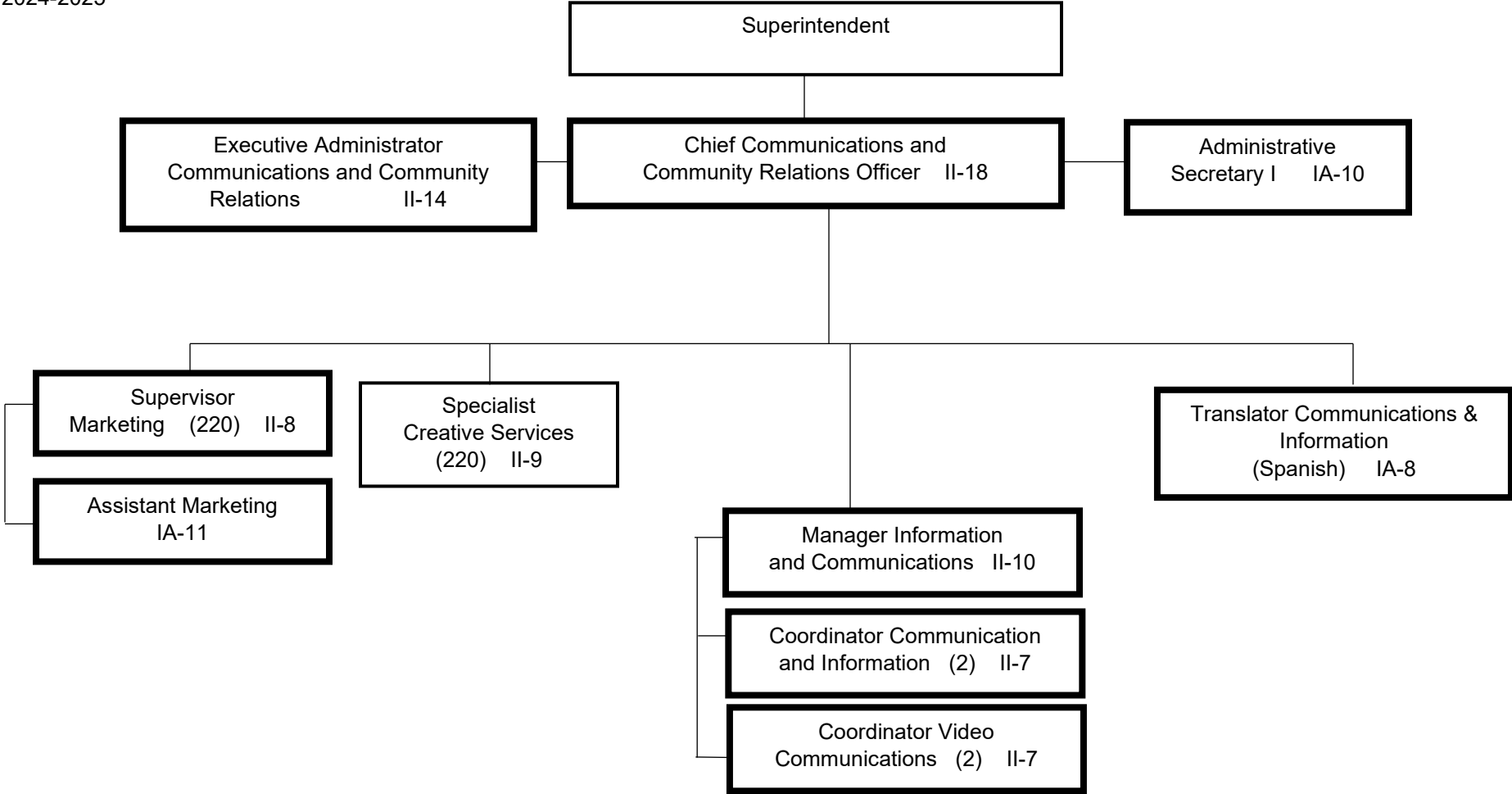


- 1. Delete Coordinator Web Content
- 2. Add Communications & Information Translator (Spanish)

Summary:

General Fund Positions: 11
 Categorical Fund Positions: 0

Submitted: ~~03/28/2023~~ 03/26/2024
 Effective: ~~07/01/2023~~ 07/01/2024



Summary:

General Fund Positions: 11
Categorical Fund Positions: 0

Submitted: 03/26/2024
Effective: 07/01/2024