SCHOOL DISTRICT OF ALACHUA COUNTY
MANAGER-- GRAPHIC PRODUCTIONS
JOB DESCRIPTION

JOB CODE: 650333

FLSA: Non-Exempt

BARGAINING UNIT ELIGIBILITY: No

PAY GRADE: 27

SALARY SCHEDULE: Professional/Technical

QUALIFICATIONS:
(1) High school diploma or GED.
(2) Minimum of four (4) years experience or training in graphic arts or photography;
(3) Valid Florida driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:
Considerable knowledge of equipment, techniques, materials, software and hardware. Excellent graphic art skills. Ability to communicate effectively with professional staff, non-instructional personnel and other groups or agencies. Ability to organize and coordinate a graphic arts production service. Basic business and clerical skills.

REPORTS TO:
Director -- Instructional Technology, Media and Materials

JOB GOAL
To effectively coordinate graphic production, photography and the Teacher Production Laboratory operations.

SUPERVISES:
Assigned Personnel

PERFORMANCE RESPONSIBILITIES:
*(1) Supervise the Teacher Production Lab and its staff.
*(2) Order and maintain needed supplies and equipment.
*(3) Provide assistance, instruction and technical advice to Teacher Production lab users.
*(4) Perform light bookkeeping duties.
*(5) Develop instructional materials for the enhancement of the educational process.
*(6) Perform consultative services concerning the use, maintenance, selection and purchase of graphics materials, equipment and graphics related media.
*(7) Conduct workshops with schools to create instructional materials.
*(8) Provide software support for graphics related applications/programs.
*(9) Coordinate the maintenance and repair of the teacher's lab equipment.
*(10) Coordinate donations and pick up donated materials (i.e., recyclables and free resources.)
*(11) Maintain and update the Teacher's lab web page.
*(12) Deliver completed projects to the county office and school sites.
*(13) Adhere to good safety standards.
*(14) Attend all staff meetings and workshops.

MANAGER -- GRAPHIC PRODUCTIONS (Continued)

*(15)   Assist with maintaining a clean and orderly environment.
*(16)   Be knowledgeable of and adhere to Board policies and departmental procedures.
*(17)   Communicate effectively with the public, teachers, staff members, parents, students, administrators and other contact persons using tact and good judgment.
*(18)   Demonstrate initiative in the performance of assigned responsibilities.
*(19)   Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
*(20)   Demonstrate support for the school district and its goals and priorities.
*(21)   Exhibit interpersonal skills to work as an effective team member.
*(22)   Maintain confidentiality regarding school/workplace matters.
*(23)   Maintain expertise in assigned area.
*(24)   Manage time efficiently.
*(25)   Model and maintain high ethical standards.
*(26)   Participate in cross-training activities as required.
*(27)   Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
*(28)   Prepare all required reports and maintain updated and accurate records.
*(29)   Represent the District in a positive and professional manner.
 (30)   Perform other duties as assigned.
*(31)   May be required to work beyond the 40-hour week.

Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:
   Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 of force as needed to move objects.

TERMS OF EMPLOYMENT:
   • Salary and benefits shall be paid consistent with the Board's approved salary schedule.
   • Length of the work year and hours of employment shall be those established by the Board.

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

Job Description Addendum No. 12

Adopted 10/19/10