

## SCHOOL DISTRICT OF ALACHUA COUNTY

### SPECIALIST -- GRAPHIC PRODUCTION

#### JOB DESCRIPTION

**FLSA:** Non-Exempt      **BARGAINING UNIT ELIGIBILITY:** Yes  
**PAY GRADE:** 25      **SALARY SCHEDULE:** Education Support Professionals

#### QUALIFICATIONS:

- (1) High School Diploma or GED; two (2) years of college from an approved accredited educational institution, preferred.
- (2) Minimum of two (2) years successful experience in graphics arts or photography; or
- (3) An equivalent combination of training and experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Skill in the areas of photography, audio production, and graphic production. Knowledge of computer graphics and desktop publishing for all areas of print media. Skill in development of camera-ready graphic artwork, stage displays and backdrops. Ability to visualize needs of consumers and produce quality graphics and textual presentations through various media. Skilled in latest technology and equipment for graphics production. Ability to establish and maintain effective working relationships with district/school staff, administrators, and outside agencies. Ability to conduct workshops and train others. Ability to communicate effectively both orally and in writing. Ability to assume responsibility with minimal supervision.

#### REPORTS TO:

Work-Site Supervisor

#### JOB GOAL

To provide and coordinate effective production, training, and support in a media service specialty.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Coordinate media specialty area such as photography, television, audio graphic production.
- \*(2) Conduct training and workshops in the production and proper utilization of media with teachers, administrators, subject groups and others.
- \*(3) Provide consultative services to students in the production of media.
- \*(4) Develop instructional materials for print, web and digital presentations.
- \*(5) Produce or direct still photographic assignments such as setting up and photographing maps, charts, printed copy and small objects.
- \*(6) Produce transparencies and photo prints.
- \*(7) Operate audiovisual devices such as projectors, audio tape recorders, video tape recorders and cameras as required.

## SPECIALIST -- GRAPHIC PRODUCTION (Continued)

- \* (8) Provide assistance and advice to help teachers and staff create instructional materials to be used in the classroom and District.
- \* (9) Create and manipulate digital files on the computer.
- \* (10) Provide technical advice in evaluating, selecting and purchasing AV equipment.
- \* (11) Maintain equipment.
- \* (12) Serve on school/district committees as required or appropriate.
- \* (13) Adhere to applicable safety standards.
- \* (14) Attend all staff meetings and workshops.
- \* (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, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- \* (18) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \* (19) Demonstrate initiative in the performance of assigned responsibilities.
- \* (20) Demonstrate support for the school district and its goals and priorities.
- \* (21) Exhibit interpersonal skills to work as an effective team member.
- \* (22) Follow attendance, punctuality and proper dress rules.
- \* (23) Maintain confidentiality regarding school/workplace matters.
- \* (24) Maintain expertise in assigned area.
- \* (25) Manage time efficiently.
- \* (26) Model and maintain high ethical standards.
- \* (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) Participate in cross-training activities as required.
- \* (30) Represent the District in a positive and professional manner.
- \* (31) Respond to inquiries and concerns in a timely manner.
- (32) Perform other duties as assigned.
- \* (33) 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 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

- Salary and benefits shall be paid consistent with the Board's approved salary schedule compensation plan.
- 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 8/2/11