**District Printer**

**QUALIFICATIONS:** Established by the School Board

**REPORTS TO:** Director of Curriculum and Instruction

**SUPERVISES:** Print Shop Aide

**JOB GOAL:** To receive, fill, and return to originator requests for printing.

**PRIMARY PERFORMANCE RESPONSIBILITIES:**

* Maintains inventory of paper, printing supplies, and related materials.
* Coordinates maintenance of print shop equipment.
* Recruits, interviews, and recommends employment of print shop aide.
* Supervises print shop aide.
* Assigns priorities to requests for printing.
* Receives, fills, and returns to originators completed work orders.
* Advises Director of Curriculum on ways to maintain effective and efficient systems for receiving, filling, and returning to originators completed job orders.
* Performs such other tasks as may from time to time be assigned by the Director of Curriculum and Instruction.