



Job Title: Production Finishing Assistant

Reports To: Immediate Supervisor

Prepared By: The Division of Human Resources

Board Approved Date:

Pay Grade Range: SU106

Summary: This position is responsible for assisting the Graphic Arts Team as directed by the Graphic Arts Supervisor. These duties could include but are not limited to operating a digital printer, operating finishing equipment, preparing screen printing screens, and packaging jobs for delivery or pickup.

Essential Duties and Responsibilities:

- Interacts with the operators on matters such as scheduling and status updates
- Reads work orders and sets up equipment according to project specifications.
- Works with other crew members to run the project and must be able to communicate effectively to coordinate efforts.
- Operates finishing equipment
- Cleans and coats screen printing screens
- Reviews and updates the status of assignments in the Graphic Arts Department's management information system, ensures that all work orders are completed in a timely manner with the highest level of quality possible.
- Maintains a neat and clean work area.
- Secures proper signatures on all printing request work orders as deliveries are picked up.

Other Duties:

Other duties as assigned that are related to the functions of the position.

Essential Functions/Qualifications/Requirements:

Education and Experience:

High school graduate with at least three (3) years commercial or in-plant printing experience. A graduate from high school and vocational technical school in graphic arts with two (2) years' experience in the Graphic Arts printing and digital environment may be substituted. Responsible for the handling of printed jobs through all phases of



production. Certification or endorsement from technical college preferred.

Work Environment Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Professional Conduct:

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

[Verifent Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.