



ZION-BENTON

TOWNSHIP HIGH SCHOOL DISTRICT **126**

COMMITTED TO EDUCATIONAL EXCELLENCE

ZION-BENTON TOWNSHIP HIGH SCHOOL DISTRICT 126 JOB DESCRIPTION

POSITION TITLE:	Duplicating Operator	LOCATION:	Duplicating Center
REPORTS TO:	Principal/Executive Director of Student Services	STATUS:	Classified
CLASSIFICATION:	C	TERM:	10 Months

About D126:

Zion-Benton Township High School District 126 is comprised of two high school campuses serving approximately 2,500 students in grades 9-12. We have a proud history with a diverse student population from the towns of Beach Park, Wadsworth, Winthrop Harbor, and Zion.

Zion-Benton Township High School is located in the western portion of the town of Zion. Zion-Benton East High School is centrally located in the heart of Zion, offering students the choice for a small high school experience. Both schools prepare students with the singular goal "To ensure that students graduate ready for college, a career, and life."

At D126, our mission is to promote self-worth, social responsibility, and lifelong learning in partnership with our community. Our vision is to empower students to thrive in today's global society.

General Summary:

Supports the District's educational program by processing print orders in a timely and professional manner and by assisting district personnel in understanding the proper procedures for facilitating duplicating requests. Work hours are from 7 AM to 3:30 PM with a 1-hour lunch.

Essential Duties and Responsibilities:

1. Prioritizes and processes district print orders in a timely and efficient manner.
2. Screens print orders for copy quality.
3. Ensure print orders adhere to legal copyright guidelines.
4. Maintains daily records of paper and supply usage and copy counts.
5. Assists staff members with understanding procedures for processing duplicating requests.
6. Performs routine cleaning and adjustments of equipment to ensure copy quality.
7. Performs minor repairs, if possible, and facilitates service calls when needed.

8. Utilizes technological and organizational skills in performing various clerical/secretarial tasks for the Executive Director of Student Services personnel and provides additional backup clerical support to other offices as needed.
9. Fills paper and toner in the teachers' copy machines and clears paper jams.
10. Oversees mailroom functions, including the processing of incoming, outgoing, and internal mail; coordinating bulk mailings; and monitoring and maintaining the postage machine.
11. Performs other duties as assigned by the principal.

Knowledge, Skills, and Abilities:

- Possesses technical skills necessary to operate photocopying equipment.
- Able to operate various office equipment, such as personal computer, calculator, facsimile, document shredder, desktop printer, etc.
- Able to remain flexible, adaptable, and possess the ability to multi-task in a changing environment.
- Able to maintain an excellent attendance record.
- Able to communicate with faculty, staff, students, parents, and the public in a courteous and professional manner.
- Demonstrates competence in prioritizing work in order to meet deadlines.
- Able to maintain confidentiality and use good judgment.
- Able to multi-task and work with minimal supervision.
- Represents District 126 in a positive manner in communications with staff, parents, and the community
- Maintains proper professional attire.

Education and Experience:

Minimum of a high school diploma, technological skills, and office experience required. Additional education is desirable. Prior experience with high school students is a plus.

Physical Requirements:

	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read reports and use the computer.				X
Hearing: Must be able to hear well enough to communicate with staff, students, et.al. in the office and via telephone.				X
Standing/Walking/Mobility: Must be able to stand to access files and operate office machines, mobility within the office area and building.				X
Climbing/Stooping/Kneeling::			X	
Lifting/Pulling/Pushing:				X
Dexterity/Repetitive Motion: Must be able to perform small hand motions such as writing, typing, using phone systems, etc.				X

Physical Dimensions:

Medium Work: Exerting up to 20-40 pounds of force occasionally, and/or up to 15 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Note:

The statement herein intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Should the needs of the district and/or scope of responsibilities assigned to an employee's supervisor necessitate change, evaluation and modification of job descriptions may be required.