



**WELLESLEY PUBLIC SCHOOLS**  
**Wellesley, MA**

**Job Description**

**Title:** Production Center Clerk - PreK-5 Instructional Materials Support

**Qualifications:**

- High School diploma or equivalent. Associates Degree or higher is preferred.
- Prefer a minimum of three years or more office experience, preferably in a public school
- Possess a thorough knowledge of and familiarity with modern office equipment, technology, electronic equipment, and software applications and operations.
- Proficiency in the use of Microsoft Office (Word, Access, Excel, and PowerPoint), Google Suite, and willing to learn new software programs as needed.
- Experience using Powerschool, Schoolspring, AESOP, Novatime and/or Munis - as well as Adobe Acrobat - is preferred. Ability to quickly learn new platforms adopted by Wellesley Public Schools.
- High level of professionalism and the ability to maintain confidentiality.
- Excellent verbal and written communication skills.
- A high degree of organizational and time management skills. Ability to prioritize, multi-task, and handle diverse tasks.
- Ability to understand written procedures, and understand complex, multi-step written and oral instructions.
- Ability to work independently and as part of a team required.
- Ability to take initiative, exercise sound judgment and make decisions within scope of his/her authority.
- Attend professional development as directed
- Ability to relate in a positive manner with members of the public, parents, staff and students.
- Support the overall school mission, vision, and policies and procedures
- A driver's license and the ability to transport products from school to school is required.
- Basic knowledge of print servers, copy machines, P.C. and Mac computers, the Google Suite, Microsoft Office Programs and Adobe Acrobat.

**Evaluated by:** Coordinator of the WPS Production Center and PreK-5 Instructional Materials

**Job Goal:** To efficiently produce professional and polished curriculum and communications products for the Wellesley Public Schools.

**Work Year:** A .8 full time equivalent 12-month position - 1456 hours per year

**Salary/Benefits:** According to the WEA Unit D contract

## **Performance Responsibilities:**

1. Copy, collate, staple, laminate curriculum and communication products as authorized by the Production Center policy guidelines.
2. Maintain adequate inventory of paper, toner and supplies.
3. Work as a team with other members of the Production Center in order to produce requested products in a timely manner.
4. Problem solve conflicts arising due to print schedules, and equipment use.
5. Track and execute repeating school year to school year copy work for specific curriculum departments.
6. Access materials on Google Drive when needed to complete copy jobs. Examples include originals stored in WPS Content websites such as elementary math, science, and social studies.
7. Troubleshoot all equipment including clearing copier paper jams, changing ink cartridges and toner, and communicating technical issues to WPS or copier technical support.
8. Efficiently operate the print server, copier, binding and hole punch machines, laminator, paper folder, desktop PC or iMac computers.
9. Respond to email queries submitted by WPS staff regarding Production Center capabilities and copy turn-around time.
10. Performs other related duties as assigned.

## **Essential Functions of the Job:**

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand, walk, talk, and hear. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms, climb or balance and stoop.

The employee must lift, push or pull and/or move up to 50 pounds. Specific vision abilities required by this job include the ability to adjust focus. The employee is required to have the cognitive ability and focus to manage multiple detailed tasks at once with frequent interruptions.

**Work Environment:**

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.

Work is performed in an office environment. Majority of the work is performed in a noisy environment with frequent interruptions. The air in the environment can also be dusty and dry due to the amount of paper being processed through the copiers.

**School Committee Approval Date: 12/8/2020**