



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA

Job Description

Title: Production Center Technician - PreK-5 Science 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.
- Must be comfortable creating and maintaining inventory systems for curriculum materials.
- Basic knowledge of print servers, copy machines, P.C. and Mac computers.

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

Job Goal: Provide copy and material creation support to WPS staff using equipment and materials available in the Central Office Production Center. This position divides time between the WPS Production Center as a copy technician and materials creator and the WPS PreK-5 Science Department as an administrative, purchasing and materials inventory support.

Work Year: A full time equivalent is a 12-month 1820 hours annually

Salary/Benefits: According to the WEA Unit D contract

Performance Responsibilities:

1. Work as a team with other members of the Production Center to produce requested products in a timely way. Tasks may include
 - a. Making copies, collating materials, binding books, cutting, laminating, and folding.
2. Process requests submitted via online request form.
3. Access materials on Google Drive when needed to complete copy jobs. Examples include originals stored in WPS Content websites such as PreK-5 math, science, and social studies.
4. Ability to print materials utilizing the Google Suite, Adobe Acrobat, and configure print jobs using Fiery Command Workstation.
5. Respond to email queries submitted by WPS staff regarding Production Center capabilities and copy turn-around time.
6. Problem solves regarding conflicts arising due to print schedules, equipment use, efficient organization and production.
7. Initiates communication with WPS staff when production instructions are unclear, or when scheduling issues arise.
8. Keep accurate track of in-process and completed jobs, and communicate job statuses with fellow Production Center employees.
9. Troubleshoot all equipment including clearing copier paper jams, changing ink cartridges and toner, and communicating technical issues to WPS or copier technical support.
10. maintains adequate inventory of paper and supplies, refilling Production Center paper from supply in *Paper Room*

Overall responsibility to PreK-5 Science & Engineering Department:

A. Inventory

1. Receive and unpack orders
2. Authorize invoice payment for goods received
3. Store materials in PreK-5 Curriculum Center, Stockroom 1, Stockroom 2, Paper room, and Fiske Basement
4. Keep PreK-5 science curriculum inventory in order (stored in containers and labeled) and up-to-date
5. Maintain inventory of materials on computer using the Google Suite, cross referencing supplies by units/grade levels

B. Distribution of Supplies

1. Package supplies by unit and distribute to teachers, including lists of science materials supplied and order replenishment forms
2. Respond within 48 hours to queries from WPS

3. Organize schedules for school based science events, e.g. tide pool visits, sea life demonstration visits, geology field investigation, planetarium, etc. as needed, maintaining both calendars and shared docs using the Google Suite
4. Construct materials as needed e.g. wheat straws, shake tables, etc.
5. Coordinate distribution of shared supplies, including scheduling, follow-up, cleaning and replenishment, as needed

C. Annual Order

1. Increase supply and kit list as indicated when enrollment increases
2. Adjust kit and text locations as needed with shifting enrollment
3. Maintain science order forms (in conjunction with the PreK-5 Dept. Head Science & Engineering)
 - send following year's order forms to teachers with unit replenishment
 - follow-up on missing order forms
 - check order totals against inventory
 - determine quantities needed.
 - prepare spreadsheets to determine vendors.
 - prepare purchase orders as needed
 - order live specimens at designated times
 - research vendors in order to select appropriate products
 - order/purchase materials from local vendors as needed

D. Assist PreK-5 Dept. Head Science & Engineering as needed

1. Work with PreK-5 Dept. Head Science & Engineering on special projects
2. Assist with material research, purchase order generation and tracking as needed

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, 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 moderately 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