

## Printer Job Description

**Position Title:**

Printer/Central Office Maintenance

**Location:**

Central Office

**Evaluated by:**

Assigned Supervisor, Superintendent

**Duties and Responsibilities:**

1. Cordially greet visitors to the central office.
2. Perform all duties related to the running of the print shop.
3. According to FERPA, keep all student personal, academic, and behavioral information confidential.
4. Read and follow Richland Parish School Board Policy and Procedures.
5. Maintain collegial relationships with coworkers.
6. Dress appropriately.
7. Perform general maintenance and electrical repairs for central office.
8. Perform any other duties required for the efficient running of the school system.

**Qualifications:**

- High School Diploma
- Satisfactory score on California Achievement Test
- Maintain appropriate skills to conduct job responsibilities

**Terms of Employment:**

12 months

\_\_\_\_\_  
Printer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date