



Job Title: **TRC/ Copy Center Assistant**

Department: **Purchasing**

Supervisor: **TRC/Print Center Supervisor**

Lane Placement: **ESP Lane 2**

Schedule: **17 Hour Aide** Evaluation Group: **JCES**

FLSA Classification: **Non-exempt**

JOB DESCRIPTION

Under the supervision of the TRC/Print Center Supervisor, the TRC/Copy Center Assistant works in areas including the, Teacher Resource Center, Mail Distribution and Copy Center. The Assistant greets and assist patrons in purchasing supplies, copying and helps with laminating and other project they may need help with. Keep inventory of supplies, as well as keeping up on items that are purchased. Helps patrons with online reservation of videos, pulls reserved videos daily, and send to mailroom. Handles cash register of daily purchases, also maintains NPO from schools and departments. Assist in mailroom when needed; also assist with work needed in the Copy Center. Incumbent works in a team environment to support the full functioning of multiple areas within the department.

ESSENTIAL FUNCTIONS

- Instructs and assists teachers, parents, volunteers, and instructional assistants in the Teacher Resource Center, in the use of all the equipment (e.g. copy machines, die cutters, laminators, electric paper cutters, electric drills, cerlox machine, and computer).
- Locates materials for patrons for Die Cutting and supplies.
- Performs basic maintenance on equipment. Determines when repairs are needed and lets supervisor know.
- Maintains materials checkout and distribution system on computer circulation system.
- To support all areas of this department, the incumbent is cross-trained to assist the mailroom clerk, Audio Visual Center and the Copy Center when needed and in a substitute capacity.
- Performs general maintenance on District's audio-visual equipment. Checks to ensure proper operation of equipment, replaces lamps, fuses, and other minor repairs).
- Answers questions, troubleshoots and gives instruction by telephone or on-site visits.
- Follows District policy and copyright laws.
- Fill orders that are placed for bookmarks, books and other craft ideas for sale. Receives, organizes, prioritizes, schedules on the computer, and prepares media materials to send to the schools.
- Inventory, maintain and distribute kits & supplies to schools.
- Checks materials when they are returned from schools.
- Inventories and catalogs films and videos.
- Assigns shelf numbers and catalog numbers, indicating state films. Labels and types catalog information. Enters same on computer and shelf materials.
- Schedules previews of new materials (films and videos). Sends preview materials to appropriate teachers for District purchase evaluation decision.
- Maintains computer files. Enters accurate information into computer. Backs up computer files and generates related reports.
- Works closely with teachers and principals to schedule films and videos.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Requires High school diploma, GED or equivalent.
- One (1) year of like work experience.
- Computer skills.
- Requires references demonstrating personal integrity and dependability.
- Must demonstrate basic competence in reading, writing, and basic math.
- Job requires the ability to organize and distribute materials to proper designations.
- Requires the ability to work well with others in structured situations.
- Requires the ability to work with technical and mechanical equipment.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Job involves occasional lifting of boxes and materials weighing up to 50 pounds

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
 It is the employee's responsibility to review and adhere to all district policies and procedures.
 This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020