

FAYETTE COUNTY PUBLIC SCHOOLS

Support Service Operator Position Description

The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.

WORK LOCATION:	Office of Student Achievement	FLSA STATUS:	Non-Exempt
REPORTS TO:	Assistant Superintendent of Student Achievement	WORK CALENDAR:	210 Days 8 Hr/Day
SALARY SCHEDULE:	Classified Salary Schedule	APPROVED (Board):	November 2004
PAY GRADE:	3480	REVISED:	March 2025; December 2024; September 2023; September 2022; July 2019 February 2018

SUMMARY: Support all district operations and schools through quality copying services

ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Ensure compliance with applicable copyright laws; screen material presented for copying to ensure compliance
3. Copy district classroom materials, forms, reports, department employee manuals and confidential testing throughout the year
4. Keep records of all work orders received and issued showing quantity of paper used
5. Ensure the Copy Center maintains sufficient stock of supplies to avoid production delays
6. Operate, maintain, and troubleshoot copy machines; schedule machine repairs when necessary and report machine meter readings quarterly
7. Maintain regular communication with administrative assistant to the Office of Student Achievement
8. Prioritize and maintain a schedule for printing work
9. Utilize digital printing software for desktop publishing and variable data printing
10. Calculate school allotments and track allotment usage
11. Ensure that the Copy Center produces a quality product by implementing appropriate quality control standards
12. Provide year-end report detailing production to the Assistant Superintendent
13. Package copy orders for courier to pick up
14. Maintain an open dialog with each school and department needing copying services
15. Perform other duties as assigned and allowable by intended program

REQUIRED QUALIFICATIONS:

High school diploma or state approved high school equivalent

Excellent organizational skills and self-motivated

General knowledge of computer usage and ability to use email, internet software, word processing software and compile reports

Excellent problem-solving skills

Ability to handle and complete multiple tasks simultaneously to meet deadlines

Excellent oral, written and interpersonal communication skills

PHYSICAL DEMANDS:

Routine physical activities that are required to fulfill job responsibilities. Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Frequent bending, lifting, pushing, pulling, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities.

Prolonged periods of standing, walking and sitting. Vision, hearing and verbal communications are essential functions of this position. Must be able to work in an environment containing paper lint, toner dust and medium-high noise level.

PREFERRED QUALIFICATIONS:

Experience in a school setting

REQUIRED DUTIES & RESPONSIBILITIES:

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.