



## STOCKTON UNIFIED SCHOOL DISTRICT

**CLASS TITLE: GRAPHIC ARTIST ASSISTANT**

**BASIC FUNCTION:**

Receives supervision from the Administrator of Reprographics to assist in the planning, organization and production of graphic designs and illustrations; assist in developing supplementary classroom materials for instructional use; perform related duties as assigned. Assists and receives direction from the Graphic Artist. Receives direction from teachers and other school site staff. May exercise indirect supervision over assigned staff in the work unit.

**REPRESENTATIVE DUTIES:**

ESSENTIAL DUTIES:

Assist in providing information to staff and public regarding graphic arts related materials and activities.

Maintain a comprehensive library of graphic designs, illustration patterns and other supplemental materials for classroom instruction.

Prepare transparencies for meetings and workshops.

Laminate, dry mount, clothback materials as directed.

Assist in planning and conducting inservice, workshops, or demonstrations for staff and in the classroom on art-related activities.

Assist in preparation of purchase orders, billing, and receiving materials.

Delivery/pick up of supplies, finished work, work orders to other offices and school sites.

Assist in routine maintenance of office equipment.

Assist in organizing and coordinating art shows, contests, and art-related District activities.

Design and draw layouts for flyers, announcements, certificates, posters, and District maps.

Perform related duties as assigned.

Maintain regular and prompt attendance in the work place.

OTHER DUTIES:

Perform related duties as assigned.

## **Graphic Artist Assistant – Continued**

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

- Printmaking and reproduction techniques.
- Art and design techniques.
- Materials, supplies, and equipment used in developing graphics.
- Lettering styles and techniques.
- Fine art techniques.
- Oral and written communication skills.

#### ABILITY TO:

- Prepare camera-ready materials for duplication.
- Design, draw, and construct graphics including color separation and paste up.
- Participate in workshops/demonstrations.
- Operate appropriate equipment necessary to complete job tasks.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

### **EDUCATION AND EXPERIENCE:**

Any combination of experience, training and/or education equivalent to two years of college level course work in Graphic Arts, Design, Print Making and related areas and one year of technical or professional experience related to graphic designs.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Indoor work environment.

#### PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Lift and/or carry up to 40 lbs at waist height for 5-10 feet.
- Occasionally lift and/or carry up to 80 lbs at waist height for 5-10 feet.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Push/pull up to 200 lbs for short distances.
- Occasionally push/pull up to 240 lbs for short distances.

Board Adopted: 1/11/05  
CSEA Chapter 821  
Salary Range: 38