



## STOCKTON UNIFIED SCHOOL DISTRICT

**CLASS TITLE: GRAPHIC ARTIST**

**BASIC FUNCTION:**

Receives general supervision from the Administrator of Reprographics to plan, organize, and produce graphic designs and illustrations; coordinate work activities within the work unit; assist schools and teachers in developing supplementary classroom materials for instructional use; and perform related duties as assigned. Receives indirect supervision from teachers and other school site staff. Exercises technical guidance over assigned staff in the

**REPRESENTATIVE DUTIES:**

ESSENTIAL DUTIES:

Plan, organize and produce graphic designs and illustrations including all District certificates, resolutions, and materials for Board of Education meetings.

Coordinate work activities within the work unit; schedule all job requests; oversee, train and review the work of assigned staff.

Conduct workshops and demonstrations for teachers and in the classroom on art-related activities such as printing, drawing, silk-screening and cartooning.

Develop a comprehensive library of supplemental classroom materials for instructional use; develop bulletin board materials.

Prepare and produce transparencies for school and I.M.C. circulation.

Prepare and produce a variety of materials including handbooks, programs, and the District Newsletter.

Prepare posters, flyers, and announcements for all schools and administration.

Laminate, dry mount and cloth back materials as directed.

Operate and perform general maintenance on division equipment including laminating and printing equipment.

Serve as coordinator/advisor/judge for art shows, contests, and art-related activities in the district.

Perform related duties as assigned.

Maintain regular and prompt attendance in the work place.

## **Graphic Artist – Continued**

### OTHER DUTIES:

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

- Art and design techniques.
- Computer typesetting and darkroom techniques.
- Planning and producing audio-visual materials.
- Types of materials, supplies and equipment used in developing graphics and art-related activities.
- Oral and written communication skills.

#### ABILITY TO:

- Develop and construct graphics including drawing, designing, and painting.
- Prepare a variety of materials into a camera-ready stage for duplication.
- Establish and maintain effective working relationships with staff, teachers, and students.
- Make oral presentations for required inservices and demonstrations.
- Complete graphic art requests throughout the District.
- Operate appropriate equipment necessary to complete job tasks.
- Physical capability sufficient to perform 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 education, training, and/or experience equivalent to graduation from an accredited college or university with a Bachelor's degree in art or related area with special courses in preparation of audiovisual materials, and two years of technical or other professional work related to graphic design.

### **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.

## **Graphic Artist – Continued**

- 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: 55