



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

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www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

December 20, 2024











HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

PRINTER APPRENTICE – SCHOOL APPRENTICESHIP PROGRAM **Central Office – Office of Technology & Information Services**


To support the Harford County Public School system by facilitating the printing, duplicating, and distribution of printed materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE





These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.


-  Utilizes high volume printing and duplication systems in the production of reports, forms, booklets, pamphlets, and brochures. Employs the use of computers and software to manage and manipulate text and graphic images.
-  Assists in the storage, management, cataloging, and production of submitted electronic files to be copied or printed.
-  Contributes to the on-time delivery of finished items by following scheduled assignments and assists in assigning and abiding by set priorities.
-  Arranges for pick-up of completed job(s) expeditiously to maintain schedules.
-  Keeps daily, weekly, and monthly records of printing production activities and work orders.
-  Assists in maintaining and stocking of print shop related supplies.
-  Operates copy, printing, and bindery equipment including digital copiers, paper cutters, folders, scorers, binding machines, and three-hole drill presses. Cleans and makes minor repairs and adjustments to copy and printing equipment.
-  Answers the telephone and assists walk-in customers in completing work orders and helping to select the most appropriate printing parameters for their jobs.
-  Makes use of and actively pursues available training and technologies to be able to facilitate the previously described job functions efficiently and effectively.
-  Performs other work-related duties of similar scope and complexity as assigned.

SALARY

-  \$15.00 per hour; non-benefitted position

TRAINING AND EXPERIENCE REQUIRED

-  Effective written and oral communication skills.
-  Proficient in the use of Microsoft Office software programs preferred.
-  Able to stand and/or walk for extended periods of time.
-  Able to perform functions such as folding, cutting, wrapping, sorting, and other duties associated with the print production process.

 Able to lift and carry up to 50 pounds.

HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at www.hcps.org. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

DEADLINE

Online employment applications will be accepted until filled.

The Board of Education of Harford County is committed to providing an inclusive and welcoming environment for all employees and applicants. We adhere to the principles of equal opportunity in all aspects of employment and do not discriminate on the basis of race, color, national origin, sex (including pregnancy and related conditions, sexual orientation, and gender identity), religion, disability, age, genetic information, or any other characteristic protected by applicable federal, state, or local laws.

In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, the Board of Education of Harford County prohibits discrimination based on sex, race, color, national origin, religion, or any other protected characteristic in any program or activity it operates. The Board of Education of Harford County encourages applications from all qualified individuals.

Inquiries or concerns about your rights related to Title IX can be directed to our Title IX Coordinator, Dr. Eric Davis, at 102 South Hickory Ave, Bel Air, MD 21014, 410-588-5202, or TitleIX@hcps.org. Inquiries related to your rights under Title VI or Title VII can be directed to our Coordinator of Investigations, Ms. Renee McGlothlin, at 410-809-6087 or Renee.McGlothlin@hcps.org. Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](http://www.hcps.org) and found on the HCPS website under Board of Education Policies and Procedures. Harford County Public Schools' non-discrimination statement can be accessed here: [NON-DISCRIMINATION STATEMENT: \(hcps.org\)](http://www.hcps.org) and found on HCPS' homepage.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE