

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Artist Illustrator I	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Institute for Learning	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	033 OTBS
REVISED:	July 1, 2002		

BASIC FUNCTION:

Design, lay out, and prepare visual aids, materials, and exhibits for school, classroom, and administrative use.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Prepare teaching aids such as transparencies, study prints, and special events exhibits. **E**

Prepare illustrations, cartoons, maps, posters, graphs, and charts for administrative or departmental use or for use in television programs, newspapers, or other publications. **E**

Retouch photographs for reproduction. **E**

Letter various types of display materials. **E**

Confer with departmental and school personnel regarding assignments and prepare preliminary sketches or layouts for approval. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school, supplemented by courses in commercial art, and two years of diversified commercial art experience.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Art media and materials including air brush, oil, water color, poster paint, silk screen, and other materials, tools, and equipment.

Reading and writing English communication skills.

ABILITY TO:

Demonstrate artistic ability and mechanical aptitudes.

Use a wide variety of power woodworking tools.

Use a variety of art media and materials including air brush, oil, water color, poster paint, silk screen, and other materials, tools and equipment.

Draw human and animal figures and other objects.

Letter various projects and assignments.

Use half tones, screens, type, and other processes.

Prepare camera-ready art.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

In door, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

NOTE: An incumbent in the job class of Artist Illustrator I may be promoted to the next higher job class of Artist Illustrator II upon certification by the department head and approval by the division head that the incumbent meets the minimum qualifications listed on the current class description of the higher job class and is regularly performing a majority of the higher level duties.

Revised 3.19.04—PeopleSoft

Job Code 6611

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