

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Artist Illustrator II	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Institute for Learning	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	040 OTBS
<b>REVISED:</b>	July 1, 2002		

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**BASIC FUNCTION:**

Prepare layouts, designs, illustrations, calligraphy, signs, and computer-assisted graphics for visual aids, instructional and informational 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 exhibitions. **E**

Prepare illustrations, cartoons, maps, posters, graphs, charts, and brochures for instructional, administrative, or departmental use, using a variety of art media, including computer. **E**

Letter display materials and certificates. **E**

Prepare sketches or layouts for approval and execute finished art ready for display or printing; inform appropriate staff of changes or adjustments to art requests as needed. **E**

Complete assignments in a timely manner; maintain a log of services and amount of time spent on assignments. **E**

Assist school and central office personnel in use of designated equipment. **E**

Assist in ordering supplies and maintaining files. **E**

Keep abreast of current art production methods for improving services. **E**

Attend meetings and workshops. **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 three 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.

Work related safety principles.

Reading and writing English communication skills.

**ABILITY TO:**

Demonstrate and use artistic ability and mechanical aptitudes.

Use a wide variety of art media such as poster paint, charcoal, pencil, brushes, technical and drawing pens, and other materials, tools, and equipment.

Draw human and animal figures and other objects.

Letter various projects and assignments.

Use half tones, screens, and type specifications.

Prepare camera-ready art.

Operate standard office equipment including microcomputers and printers and familiarity with a variety of graphic design programs.

Provide proper care and maintenance of art studio materials and equipment.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

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

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, 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 6612

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