

**Central Valley School District
Job Description #715**

TITLE District Courier

GENERAL SUMMARY

The District Courier delivers inter-district mail and other items across the Central Valley, East Valley and West Valley School Districts and between the Central Valley School District and the Educational Service District #101 located at 1025 W. Indiana in Spokane. To accomplish these tasks the District Courier must work closely with the staff and administration of all Central Valley School District facilities.

ESSENTIAL JOB FUNCTIONS

1. Prepare materials and items at the Educational Services Center for delivery to each of the district facilities.
2. Deliver materials and items from the Educational Services Center to each of the district facilities.
3. Deliver materials and items from each of the district facilities to the Educational Services Center.
4. Sort materials from each district facility and deliver to appropriate personnel boxes in the Educational Services Center.
5. Deliver materials and items from the CV Curriculum Library and printroom to the individual school buildings.
6. Pick up and deliver curriculum support materials from the Educational Service District #101 facility.
7. Provide inter-district delivery services for materials and items from Educational Services Center and district sites to locations in East Valley and West Valley School Districts, and on occasion, other locations.
8. Pick up and deliver items for the Central Valley School District Maintenance Department as required.
9. Attend pertinent workshops and training sessions.
10. Communicate in a positive manner with school staff.
11. Perform other duties as required.

OTHER FUNCTIONS

1. Meter (postage) mail coming inbound from individual schools, take to post office.
2. Sort and distribute U.S. mail at Educational Services Center.

REPORTING RELATIONSHIPS

This position reports to the Public Information Specialist.

MENTAL DEMANDS

PHYSICAL DEMANDS

Requires prolonged sitting; exposed to road and traffic conditions and inclement weather; required to move packages and boxes that may weigh in excess of forty (40) pounds.

QUALIFICATIONS:

1. Ability to follow written and oral instructions.
2. Possess a valid driver's license.
3. Have evidence of a safe driving record.
4. Possess a high school diploma or equivalent.
5. Have ability to organize and sort materials and items.
6. Have ability to prepare and maintain a consistent daily delivery schedule.
7. Maintain appearance and conduct suitable for working in proximity to students, other district staff and the public.

UNIT AFFILIATION

PSE - Technical

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Revised September 1994

Revised April 2003