

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

District Courier

II. PRIMARY FUNCTION

To assume the regular delivery of mail and other items to and from the Education Center and to and from the Edison Township public schools and offices while adhering to the prescribed routes

III. REPORTS TO

Supervisor of Facilities and/or designee

IV. QUALIFICATIONS

- High school graduate or equivalent
- Knowledge of location of Edison Township schools, libraries, municipal and county offices, preferred
- Valid New Jersey driver's license and use of personally owned vehicle
- Ability to read, write and communicate effectively
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Picks up, sorts, organizes and delivers inter-campus mail and other items to and from the Edison Center and to and from the Edison Township schools and offices while adhering to prescribed routes, delivering to the secondary schools and the Enrollment Center twice daily and to the elementary schools once daily
- Delivers any and all distributions, as necessary, to members of the Edison Board of Education
- Delivers any and all distributions to and from the central administration office of the Office of the Middlesex County Superintendent of Schools and the Office of the New Jersey Commissioner of Education
- Procures reports, documents and other materials from the County Superintendent of Schools and the Commissioner of Education
- As required, distributes miscellaneous flyers to the schools which have been approved by the Superintendent
- Perform such other duties as may be assigned by the Superintendent or designee

VI. TERMS OF EMPLOYMENT

Twelve-month position – Exempt Group – Salary as determined annually by the Board of Education

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Job Description/Section III DISTRICT COURIER

APPROVED: November 22, 2010

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