

**POSITION DESCRIPTION**

**TITLE:**               **COURIER**

**TYPE:**               Classified  
                              Non-Exempt

**REPORTS TO:**       Maintenance Supervisor

**POSITION SUMMARY:**

The primary purpose of this position is to distribute mail and other packages or goods between the various district and school worksites. Emphasis will be on following a set schedule to ensure reliability and efficiency. Preparation of materials for mailing and sorting for distribution is also included.

**MINIMUM QUALIFICATIONS:**

1. Minimum age 18 years.
2. High School Diploma or equivalent.
3. Background and Criminal History Clearance.
4. Valid Oregon Driver's License, evidence of insurability, and satisfactory driving record.
5. Able to drive vehicle with manual or automatic transmission.
6. Must meet physical requirements standards as determined by District assessment.
7. Demonstrates high level of communication skills and meets District standards for oral and written language proficiency in English, and if applicable, in Spanish or Russian.
8. Ability to understand and follow oral and written instructions.
9. Such alternatives to the above qualifications as the Board or administration may deem appropriate and acceptable.

**ESSENTIAL FUNCTIONS:**

1. Communicates effectively in English in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Follows oral or written instructions for pickup and delivery of items.
4. Sorts items by address or location for efficient delivery.
5. Frequent and prolonged entering, exiting, and driving designated District vehicles.
6. Picks up and loads items up to 100 pounds for delivery from District Office, school sites, and other designated locations.
7. Operates a handtruck or other loading equipment as needed.
8. Operates postage meter to prepare items for mailing.
9. Arranges for bulk mailing and certified mailings as requested.
10. Delivers items to designated locations as per schedule.
11. Fuels vehicle as needed.
12. Develops and submits reports as required by supervisor.
13. Follows all safety rules and takes all reasonable precautions to provide a safe and secure learning environment for all assigned students.
14. Demonstrates support for District Core Values, District Mission, District Strategic Plan, and Schoolwide Improvement Plan.

15. Establishes and maintains a positive and respectful learning environment and working relationship with students, staff, administration, parents/guardians, and community members.
16. Assists parents and community members as needed.
17. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
18. Complies with professional development activities as required by the District.
19. Participates in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues, and parents/guardians.
20. Holds expectations for high performance of self and students.
21. Assesses results of performance for improvement on a regular basis.
22. Demonstrates computer literacy and operates software programs as related to job responsibilities.
23. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
24. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
25. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
26. Adheres to the same ethical standards as outlined in Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Performance of Oregon Educators.
27. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

#### OTHER REQUIREMENTS:

1. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
2. This position is performed primarily in a District vehicle and out of doors when loading and unloading items to be delivered.
3. Safe and skillful driving in accordance with all traffic laws is expected at all times.
4. Maintenance of a valid Oregon Driver's license with no traffic violations or crimes is expected.
5. Possible exposure to bodily fluids due to student or employee illness or injury.
6. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver and Designated First Aid Provider.
7. Occasionally performs other duties as required by supervisor.

#### TERMS OF EMPLOYMENT:

Current work year of approximately 210 days, subject to change. May include extended hours or days as directed. Salary and benefits based on current District Salary Schedule and negotiated agreement.

#### EVALUATION:

Performance will be evaluated in accordance with District Policy and Regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

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Employee Name (Print)

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Employee Signature

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Date