

TRUSSVILLE CITY SCHOOLS

JOB DESCRIPTION

JOB TITLE: District Mail Courier /Science Materials Manager

REPORTS TO: Director of Finance

JOB GOALS: To assure the delivery and pick up of mail, packages, and science materials in order that the schools of Trussville City may be better served.
To manage and distribute science resources and materials to teachers throughout the district for the full implementation of the Alabama Science Standards 2016.

EVALUATION: Trussville Board of Education Personnel Evaluation Plan

TERMS OF EMPLOYMENT: 9 Month/187 days a year

PERFORMANCE RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Delivers and picks up mail, packages, and science materials from work sites throughout the Trussville City School District.
2. Loads and unloads delivery vehicles.
3. Obtains signatures to complete documentation for appropriate mailings, when necessary.
4. Sorts intra-district mail.
5. Delivers district printing (i.e., graphic arts/District forms, evaluation materials, etc.).
6. Fuels mail delivery vehicles and monitors servicing records.
7. Monitors and maintains current inventory levels of science materials housed at the TCS Alternative Learning Center; processes purchasing orders as required; tracks orders and investigates problems.
8. Receives, unpacks, and delivers goods; re-stocks items as necessary.
9. Prepares list of depleted items and recommends survey of defective or unusable items.
10. Communicates with science teachers through email to fill science materials requisitions throughout the school year.

11. Provides science materials and resources to classroom teachers to facilitate full implementation of the Alabama Science Standards 2016.
12. Performs miscellaneous job-related duties as assigned.
13. Demonstrates a high degree of professionalism and ethics.
14. Works cooperatively with system personnel, students, and the public.
15. Assumes responsibility to perform any work that is assigned by the Director, Superintendent of Schools and/or the Superintendent's representative.
16. Maintains the confidentiality of all students.

Board Approved: May 23, 2016