USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **DISTRICT COURIER**

SUPERVISOR: Maintenance Custodial Supervisor and/or Director of Operations

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Must be able to read, write, sort mail and comprehend written and oral instructions.
3. Must be a licensed driver in the state of Kansas.
4. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Collect and sort mail and supplies from the schools and distribute mail and supplies to each of the district buildings for the purpose of aiding in keeping the communication lines open between the district buildings.
2. Pick up outgoing mail from the central office and deliver to the post office for the purpose of expediting information from the district to the community.
3. Deliver Board of Education agendas prior to all Board meetings for the purpose of providing relevant information to the Board of Education.
4. Communicate effectively and work cooperatively with school district staff and community members to ensure a positive work environment.
5. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
6. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Manage job requirements with physical mobility to move from place to place (walking, standing, stooping, pushing, pulling, kneeling, crawling, turning, reaching, climbing, balancing, lift up to 60 pounds on a daily basis).
2. Must work indoors and outdoors year-round.
3. Must occasionally work in noisy, crowded environments, with numerous interruptions.
4. Must work in and around dust, fumes and odors.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 07/21/2008