



City of St. Charles School District

COURIER

Reports to: Maintenance Director
Classification: Classified
FLSA Status: Non-Exempt
Terms of Employment: 254 days, which shall include 8 paid holidays according to Board Policy
Evaluation: Performance in this position will be evaluated regularly by the building principal/supervisor in accordance with Board Policy
Compensation: Reviewed and established annually by the Board of Education

JOB SUMMARY:

The Courier is responsible for organizing and distributing mail, supplies, and materials to various schools and departments in the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Additional duties may be assigned.*

- Maintains regular attendance.
- Ensures timely and accurate materials delivery services.
- Receive, track, and ensure appropriate delivery of materials.
- Collects and deposits inter-school funds.
- Organizes and distributes all inter-school incoming mail .
- Facilitates the flow of the District's outgoing mail, including making trips to the post office or delivery vendor, purchasing stamps and postage, and preparing mailing slips and handling packages.
- Delivers packages, materials, and supplies to departments and schools within the District including print shop orders and supplies.
- Delivers and picks up school equipment (i.e., audio/video equipment repairs, physical education supplies, other supplies and materials).
- Maintains school district vehicle including fueling, washing, and scheduling routine maintenance.
- Records written reports of delivery/transportation activities.
- Assists the maintenance department staff as needed.
- Complies with District Policies.
- Performs special delivery/pick-ups as needed.
- Serves as substitute custodian as needed.
- Maintains confidentiality.
- Must be eligible to be bonded.
- Attends/Completes District PD and training.

SUPERVISORY RESPONSIBILITIES:

Not Applicable.

QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Experience and training as necessary to complete job.
- Minimum of one year successful prior experience in courier work (preferred).
- Valid Missouri driver's license required.

COMMUNICATION SKILLS:

- Ability to effectively present information and respond to questions from administrators, staff and the general public.
- Ability to interface effectively with other district and school personnel, other contacts outside the district.
- Ability to establish and maintain effective working-relationships with students, staff and the community.

MATHEMATICAL SKILLS:

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of the position.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to pass written and physical tests that are directly related to the position .
- Ability to perform duties in full compliance with all district requirements and Board of Education policies.
- Ability to read and understand route and delivery instructions; identify material by label and written or computer listing.
- Ability to perform strenuous physical activity related to courier duties.
- Ability to work under minimal or no supervision - be an effective, self-starter.
- Ability to understand and follow both written and oral directions.
- Ability to compute simple mathematics.
- Ability to safely operate a motor vehicle to complete job tasks.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists consistent with the duties of the position.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Ability to accurately perform assigned tasks.
- Ability to promote harmonious working relationships with staff and outside business representatives.
- Possesses oral and written communication skills consistent with the duties of this position.
- Possess interpersonal relationship skills consistent with the duties of the position.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see, and use repetitive motions, While performing the duties of this job, the employee may frequently lift and/or move up to 75 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

The Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Courier

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