Job Title: Courier

Job Summary:
Under the direction and supervision of the Director of Transportation or designee, the Courier will be responsible for the daily pickup and delivery of district mail and print shop material to all district facilities. The courier will pick up, document, and deliver daily deposits to the financial institutions.

Essential Job Functions:
This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Pick up and deliver district mail to all school facilities on a daily basis.
- Pickup, document and deliver daily deposits to the financial institutions.
- Sort mail upon return to the administration building.
- Deliver mail to ESD and/or board members twice per month, or as needed.
- Assist in upholding and enforcing school district rules, administrative regulations, and board policies.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Requires the use of multiple communication systems, such as electronic mail and computers.
- Inspect school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- The employee shall maintain a consistent presence at the assigned work site(s) and work the regular work hours specified by the contract.
- Professionally interact with colleagues, members of the public, and students.
- Comply with all District policies and all applicable laws.
- Perform special assignments and other duties as assigned or required by the supervisor.

Essential Physical Demands:
This list of essential physical demands is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following demands:

- Must be in good physical health, capable of lifting up to 50lbs, working at various heights, and perform various types of physical labor for an 8 hour shift.
- Maintain the ability to stand, reach, lift, bend, kneel, stoop, climb, push, pull, and lift items weighing 50lbs or less. Stand or walk 95 percent of the workday.
- Job requires frequent squatting, bending, stooping or twisting at the neck and trunk while performing the essential job functions.
- Required to stand and walk, use hands and fingers to handle or feel objects, and be able to hear or talk to others.
- Must be able to climb and carry ladders.
• Must be able to work in adverse weather conditions.
• Health and physical stamina to stand on feet for extended periods of time.
• Ability to work quickly and accurately in a fast paced environment.

Desired Skills:
• Proficiency in management of materials, inventory and delivery functions.
• Knowledge of school district facilities, personnel, procedures and policies.
• Must be pleasant, cooperative, and able to work with students, teaching staff, co-workers, and the public.
• Demonstrates ability to communicate clearly and effectively in both oral and written communication.
• Working knowledge of district-adopted software, including Microsoft Office.
• Ability to establish cooperative working relationships with district staff to enhance the completion of assigned tasks.
• Flexible in learning new concepts, cooperates with others, and adapts to a variety of assignments and conditions.
• Sets and attains high level of expectations with a commitment to using available resources in a way that accomplishment occurs.
• Demonstrates the ability to learn new ideas and skills for solving problems in a dynamic team environment.
• Demonstrates ability to relate and work effectively with staff and community.
• Demonstrates personal characteristics of flexibility, high-stress tolerance, reliability, punctuality, dependability, and an ability to maintain confidentiality.
• Ability to lift objects weighing up to 70 pounds.
• Ability to maintain high standards of professionalism and diplomacy in dealing with the public and district staff.

Minimum Qualifications:
• Must have and maintain a clean driving record (Driving abstract to be provided from Department of Licensing annually).
• High School diploma or equivalent (documentation required at time of application).
• Required to have a valid First Aid card including CPR and training for HIV/AIDS procedures.
• Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance.
• Valid Washington State driver’s license or evidence of mobility, CDL preferred.
• Proof of Immunization (if born 1/1/57 or later).
• I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act.
• Completion of all district-required trainings within thirty (30) calendar days from hire date.

Work Environment:
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee may be required to deal with distraught and/or angry persons and may be exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:
The Courier shall be evaluated per the terms of the Public School Employees Collective Bargaining Agreement and the Director of Transportation. The process shall include an evaluation of the employee’s performance of the above essential job functions, essential physical demands, and desired skills.
Classification History:
Job description developed: March 2016 mmr
Job description revised: July 2017 lme

East Valley School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX/ADA/Civil Rights Compliance Coordinator: Thomas Gresch, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830 grescht@evsd.org. Section 504 Coordinator: Maureen Lyden, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830, lydenm@evsd.org.