

**Central Valley School District  
Job Description #715**

**TITLE            District Courier**

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**GENERAL SUMMARY**

The District Courier delivers intra-district and inter-district mail as well as other items across the Central Valley, East Valley and West Valley School Districts. To accomplish these tasks the District Courier must work closely with the staff and administration of all Central Valley School District facilities.

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**ESSENTIAL JOB FUNCTIONS**

1.     Prepare materials and items at the Learning & Teaching Center for delivery to each of the district facilities.
2.     Deliver materials and items from the Learning & Teaching Center to each of the district facilities.
3.     Deliver materials and items from each of the district facilities to the Learning & Teaching Center.
4.     Sort materials from each district facility and deliver to appropriate personnel boxes in the Learning & Teaching Center.
5.     Deliver materials and items from the CV Curriculum Library and printroom to the individual school buildings.
6.     Collect and sign for locked money pouches from schools, and deliver them to the Learning & Teaching Center daily.
7.     Provide inter-district delivery services for materials and items from Learning & Teaching Center and district sites to locations in East Valley and West Valley School Districts, and on occasion, other locations.
8.     Pick up and deliver items for the Central Valley School District Maintenance Department as requested.
9.     Attend pertinent workshops and training sessions.
10.    Communicate in a positive manner with school staff.
11.    Practice safe driving skills and work to maintain a routine courier schedule.
12.    Perform other duties as required.

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**OTHER FUNCTIONS**

1.     Meter (postage) oversize mail coming inbound from individual schools, take to post office.
2.     Sort and distribute U.S. mail at Learning & Teaching Center.

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**REPORTING RELATIONSHIPS**

This position reports to the Director of Communications.

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**MENTAL DEMANDS**

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**PHYSICAL DEMANDS**

Requires prolonged sitting; exposed to road and traffic conditions and inclement weather; required to move packages and boxes that may weigh in excess of forty (40) pounds.

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**QUALIFICATIONS:**

1. Ability to follow written and oral instructions.
2. Possess a valid driver's license.
3. Have evidence of a safe driving record.
4. Possess a high school diploma or equivalent.
5. Have ability to organize and sort materials and items.
6. Have ability to prepare and maintain a consistent daily delivery schedule.
7. Maintain appearance and conduct suitable for working in proximity to students, other district staff and the public.

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**UNIT AFFILIATION**

PSE - Maintenance

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**CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

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**CLASSIFICATION HISTORY**

Revised September 1994  
Revised April 2003  
Revised February 2010  
Revised September 2014