



STONINGTON PUBLIC SCHOOLS
Job Description

GENERAL INFORMATION

<i>JOB TITLE:</i>	Courier
<i>DEPARTMENT:</i>	District Office/ Facilities
<i>TERMS OF SERVICE:</i>	12-month, part-time
<i>FLSA STATUS:</i>	Non-exempt
<i>REPORTS TO:</i>	Maintenance Supervisor/Director of Operations and Facilities
<i>SUPERVISORY RESPONSIBILITIES:</i>	none
<i>WORK ENVIRONMENT:</i>	While performing the duties of this job, the employee works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other settings such as the gymnasium, lunchroom, buses, and traffic coordination both before and after school.
<i>EVALUATED BY:</i>	Maintenance Supervisor
<i>JOB DESCRIPTION REVISION DATE:</i>	07.31.24

QUALIFICATIONS

- a valid driver's license
- the knowledge, skills, and communication abilities to interact as the face of the district

Must be able to:

- Working knowledge of Board of Education policies, procedures, and structures
- Must be able to utilize the school's email system
- Ability to maintain effective working relationships with department heads, employees, and the public
- Ability to deal with public relations problems courteously and tactfully
- Performs duties in various office environments.
- May be required to lift and move light to heavy weights (up to 50 pounds), for example, boxes of classroom books, etc.
- Performs repetitive motions in driving the vehicle, considerable walking, and climbing stairs.
- Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms. Adaptive technology may be used.
- There is some stress in interacting with the staff and public, driving, and meeting deadlines.
- Familiarity with GPS devices or maps to find the quickest routes

OVERVIEW

This employee is responsible for the delivery of messages, packages, and documents between the town of Stonington, the school district, the district's schools, and other buildings.

PRIMARY RESPONSIBILITIES

Given the nature of the position, it is not possible to list every job task and responsibility. The list below is intended to describe various types of work that may be performed, but it is not meant to be all-inclusive.

In coordination with the Maintenance Supervisor, the Courier will:

- Pick up and deliver messages, documents, packages, and other items between all school buildings as well as Town Hall, banks, the post office, Stonington Human Services, Stonington Police Department, Board of Education members' homes, Saint Michael's School, Pine Point School, and any other location deemed necessary by the Superintendent or his/her designee.
- Create an organized and timely daily route to ensure efficient delivery of mail and packages

- May keep logs of items received/delivered, and may obtain receipts from various locations that will need to be delivered to the correct department.
- Performs other related duties as assigned for the purpose of ensuring efficient and effective functioning of the work unit