



## West Windsor-Plainsboro Regional School District

### Job Description

**Job Title:** District Courier  
**Department:** Maintenance  
**Reports To:** Director of Buildings and Grounds  
**Salary Guide:** WWPSA  
**Prepared By:** Patrick Duncan  
**Prepared Date:** January 16, 2020

**SUMMARY:** To deliver and retrieve, on a daily basis all types of communication and instructional media materials and packages within the school district.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** 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, including the following. Other duties may be assigned.

- Deliver and retrieve all mail envelopes within the school district.
- Deliver, retrieve, and return instructional materials on loan.
- Assist with delivery of printed materials to the schools and district office satellite centers.
- Ensure all delivery receipts when necessary, are signed by schools and departments.
- Keep a daily log of trip assignments, stops and mileage report.
- Will be required to leave district for special assignments as requested by supervisor, i.e., County office, home addresses, etc.
- Make special deliveries or stops, such as Pony, and confidential materials.
- Daily trips to bank for drop off and/or deposits.
- Perform other duties as assigned by the Assistant Superintendent of Finance or designee.
- Must be able to use computer applications and technology as related to specific job functions.
- Ability to read and comprehend simple instructions, short correspondence, and

memos.

- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**SUPERVISORY RESPONSIBILITIES:** This job has no supervisory responsibilities.

**QUALIFICATIONS:**

1. Minimum High School diploma or equivalent
2. Valid New Jersey driver license
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**PHYSICAL REQUIREMENTS:**

Ability to communicate effectively in person, by radio, electronically and over the phone. Ability to use computer equipment to complete reports, generate service orders, maintain inventories, etc. While performing the duties of this Job, the employee is regularly required to stand; walk; use hands and fingers, handle, or reach with hands and arms. The employee must frequently lift and/or move up to 50 pounds. While performing the duties of this job, the employee regularly works in outside weather conditions.

**TERMS OF EMPLOYMENT:** Twelve month contract; WWPSA

**Board Approval Date:** 1/28/2020

**Certified by:**   
**Director of Human Resources**