

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: District Delivery

DEFINITION:

Under the general supervision of the Chief Business Officer, performs a variety of activities related to delivering the District mail to the different school sites.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Performs the duties of mail delivery person including; picking up and delivering all mail and supplies from sites/IMC and delivering them to the appropriate location
- Delivers U.S. mail to the post office
- Performs other related work as required

REQUIRED QUALIFICATIONS

ABILITY TO:

- Understand and carry out oral and written directions
- Maintain cooperative relationships with those contacted in the course of work
- Relate positively to students, staff, and the public
- Maintain confidentiality of school related information

EXPERIENCE:

- At least one year in a position requiring flexibility, while maintaining the responsibility of a set schedule

EDUCATION:

- High school or equivalent

LICENSE:

- Possess and maintain a valid California Driver's License
- Possess and maintain a good driving record

DESIRABLE QUALIFICATIONS

- Ability to communicate in Spanish

Revised: 8/16/93, 11/05/93, 10/31/94

CSEA/WUSD Agrmt 12/9/94

Adopted: 1/10/95

Revised 5/2/17

Approved: 5/1/18