

WICKENBURG UNIFIED SCHOOL DISTRICT

JOB TITLE: District Mail Delivery

Position Type: Non-Exempt	Department: Support Staff
Salary Schedule: Classified Grade 6	Reports to: Executive Director of Business Services
Term of Employment: 9 month	Approved by: Human Resources
FTE: .375	Date: 04/18/2016

We are creating excellent schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.

POSITION SUMMARY:

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.

ESSENTIAL FUNCTIONS:

- Delivers interoffice mail between schools and offices to the District;
- May be required to make mail deliveries to and pick mail up from Festival Foothills Elementary School;
- Makes bank deposits on behalf of the District;
- May be required to classify, sort and file correspondence or other data;
- May be required to collate and assemble printed matter;
- May be required to photocopying for the District;
- Maintains a positive working relationship with school staff, District staff and the Community;
- Complies with all rules, regulations and policies of the Governing Board;
- Other job related duties as assigned.

CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- Pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.

EDUCATION AND/OR EXPERIENCE:

- Must have a high school diploma or GED equivalent;
- Must have a clean driving record;
- Must have a proven ability to handle sensitive, confidential and secure information;
- Ability to work independently;
- Good organizational skills;
- Previous experience in an educational setting preferred;
- One year related experience or training preferred;
- Previous experience in an educational setting preferred.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- To perform the job successfully, and individual must be able to perform each essential duty satisfactorily. The qualifications for this job description 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.
- **Computer Skills** – Demonstrated competency in computer applications such as Word, Excel, Outlook, and typing.
- **Communication Skills** – Ability to read and interpret general documents such as employee handbooks and safety/training manuals. Ability to write general correspondence and speak effectively with others.
- **Math Ability** – Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

Every Child has Hope, Every Student is a Graduate, Every Graduate has a Dream

JOB TITLE:

- **Reasoning Ability** – Ability to interpret assortment of instructions furnished in variable forms. Ability to apply reason to research and solve moderately complex issues with little or no assistance.
- **Such alternatives to the above qualifications as the Board may find appropriate and acceptable.**
- **Physical Demands:** While performing the duties of this job, employee is frequently required to sit, talk, and hear. The employee occasionally will stand and walk. The employee is occasionally required to reach with hands and arms. Employee will frequently interact with the public and other staff members. Specific vision abilities required by this job include close vision.

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Wickenburg Unified School District is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) of 1990. Wickenburg Unified School District does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.

Every Child has Hope, Every Student is a Graduate, Every Graduate has a Dream