

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SAFE ROUTES TO SCHOOL COORDINATOR

BASIC FUNCTION:

Under the direction of the Associate Superintendent of Facilities and Planning and/or designee, serve as the Elk Grove Unified School District Safe Routes To School Coordinator; plan, organize and implement Safe Routes To School (SRTS) programs related to the District's "Project AWARE", Advancing Walk And Roll Environments; encourage safe walking and bicycling among students, parents and staff at the District's elementary and middle schools; manage the implementation and evaluation of grant-specified tasks, activities, deliverables and required documentation; conduct walk audits at school sites to identify obstacles to safe walking and bicycling; support school site's SRTS efforts; communicate and coordinate with community organizations, law enforcement, advocacy groups and city/county officials; develop SRTS programs and materials based on the 5 E's of SRTS (education, encouragement, enforcement, engineering and evaluation).

ESSENTIAL FUNCTIONS:

Plan, organize and implement Safe Routes To School programs at all elementary and middle schools; coordinate with school staff, volunteers and parents.

Manage the implementation and evaluation of grant-specific activities.

Serve as program liaison between students, parents and schools; confer with school administrators, parents and teachers to establish and maintain SRTS activities.

Coordinate with public officials, law enforcement, and community organizations on SRTS issues.

Provide tools, resources and training, to staff, parents and students at individual schools to identify and overcome obstacles and develop strategies to encourage walking and bicycling.

Oversee the completion of walk audits at all included school sites.

Deliver pedestrian and bicycle safety information, including the health and academic advantages of active living to school communities.

Coordinate with District Transportation, Police Services and Facilities and Planning staffs to identify and prioritize engineering solutions needed to remove obstacles to safe walking and bicycling; promote these projects for appropriate funding and grant submissions.

Develop and implement community-wide events such as Walk To School Week (October), Bike Commute Month (May), and other encouragement activities.

Convene and lead meetings of the EGUSD SRTS Task Force.

Maintain and monitor program budget; submit invoices to City of Elk Grove as required.

Participate in developing funding, identifying grant opportunities and securing other funding for the future sustainability of the program.

Facilitate ongoing evaluation of District walking and bicycling programs to measure progress and attainment of program goals; include assessment of student and parent attitudes and participation.

Coordinate with District Communications staff to publicize program successes and milestones.

Operate a computer and associated software; operate standard office equipment; drive a vehicle to various sites to conduct work.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Safe Routes To School goals and principles including the 5 E's of SRTS (education, encouragement, enforcement, engineering and evaluation).

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of District students.

Collaborative in program/team development

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

District organization, operations, policies and procedures.

Public speaking techniques.

Community organizing and public speaking

Bicycle and pedestrian safety training is desired.

Safe Routes To School advocacy groups and State agencies is desired.

ABILITY TO:

Plan, organize and implement programs for Project AWARE.

Manage the implementation and evaluation of grant-specific activities related to Project AWARE

Communicate effectively both orally and in writing.

Communicate effectively with people of all ages, abilities, cultural groups, economic statuses, disabilities and sexual orientations.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Prepare District and other reports and evaluations related to Project AWARE activities and programs.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information and make presentations.

Move hands and fingers to operate a computer keyboard.

See to read a variety of materials, including paper and electronic mediums.

Bend to the waist, kneel or crouch to file materials.

EDUCATION AND EXPERIENCE REQUIRED:

Bachelor's degree in public health, health education, or related field is preferred.

Two years of public education experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C Drivers License

WORKING CONDITIONS:

Indoor and outdoor environment, including inclement weather.

Driving a vehicle to conduct work.