



POSITION DESCRIPTION

Government Services Safe Routes to Schools Coordinator

Safe Routes to Schools Coordinator

EMPLOYEE NAME: _____

Position Title: Safe Routes to Schools Coordinator

Classification/Salary Range: Assistant / EA Range 18

Division/Unit: Government Services / Transportation

Reports to: Transportation Program Manager

FLSA Status: Hourly; not exempt; eligible for overtime

Representation: Employees Association

Position Location: Lane Education Service District 1200 State Hwy 99 N, Eugene, OR 97402; Park Place Building, 859 Willamette Street, Eugene, OR; or other locations as needed.

Position Purpose

Position Purpose: The position is responsible for working with school district staff, city staff, parents, and community members to create safe active transportation environments at and around schools in Lane County outside of the Eugene/Springfield metro area. The coordinator will work with local schools to implement the 6 E's of Safe Routes to School (Encouragement, Education, Engineering, Enforcement, Evaluation, and Equity) to help students use active transportation modes safely.

Note: Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee.

Position Essential Functions

1. Creates an annual work plan based on the SRTS Non-Infrastructure grant.

2. Develops and works to implement a comprehensive SRTS program focused around bike and pedestrian safety education.
3. Collects and shares data where applicable (events, education statistics, etc.)
4. Leads encouragement activities for target schools, including Walk+Bike to School Day in October, Walk+Bike Challenge Month in May, and other community events targeting active transportation for families.
5. Works with schools to offer Safe Routes Bicycle and Pedestrian Education Program, including coordinating with Physical Education staff.
6. Works with Lane ESD driver education coordinator to build a K-12 system that focuses on safe, multi-modal transportation system users.
7. Builds relationships with local walking and biking communities, and the Parent-Teacher Organizations (PTOs) and parent networks in schools throughout the county to increase awareness surrounding Safe Routes to School.
8. Identifies champions within the school district and parent network for each school to build a parent volunteer base for walking and biking groups, encouragement activities, and action plan implementation projects.
9. Collaborates with other related regional programs throughout Lane County (Bethel, Springfield, 4J, P2p, Safe Lane Coalition, Lane County Public Works, etc.)
10. Provides frequent updates to appropriate groups and boards as necessary.
11. Follows and maintains knowledge of all district policies and procedures.
12. Participates effectively at regular department and team meetings using appropriate social skills, problem solving skills, and conflict resolution strategies.
13. Reports safety, sanitary, and fire hazards immediately to supervisor and follows prescribed policies for violations.
14. Maintains appropriate certifications and training hours, as required.
15. Complies with applicable district, state, local and federal laws, rules, and regulations.
16. Interacts thoughtfully and courteously with students, staff, and community; resolving conflict in a professional manner.
17. Attends work regularly and is punctual.

Other Duties of Position

Other duties as assigned.

Commitment to working effectively with clients and colleagues from diverse backgrounds, in support of an inclusive and respectful environment.

Regular and on-time attendance.

Minimum Qualifications

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Familiarity with the national Safe Routes to School model, and/or benefits of active transportation
2. Strong cultural sensitivity and competency abilities, including experience working or living in rural communities
3. Independence, motivation, and resourcefulness
4. Experience creating brochures, flyers, newsletter articles, and other documents for the public
5. Ability to clearly and concisely communicate complex issues, verbally and in writing

EDUCATION AND EXPERIENCE:

Three years of relevant work experience and high school degree required; at least bachelor's education desired but not required. However, any combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job duties listed may be substituted.

Signatures

Employee signature and date _____

Manager signature and date _____

Human Resources signature and date _____

