



## SAFE ROUTES TO SCHOOL PROGRAM COORDINATOR

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### Position Summary

This position is responsible for working with school district staff, city staff, parents, and community members to create safe active transportation environments at and around area schools. The program coordinator will work within the 4J Transportation Department to implement the six E's of Safe Routes to School (Encouragement, Education, Engineering, Enforcement, Evaluation, and Equity) to increase the number of students using active transportation modes (walking, biking, skating, scootering, etc.) to get to and from school.

### Supervisory Relationship

This position reports to the Director of Transportation and the Transportation Options Coordinator at Point2Point Solutions. Monthly credit card reports will be sent to Accounting. Quarterly volunteer hours and matching report to will be sent to Accounting. Monthly program reports will be sent to the Regional SRTS Program Coordinator at Point2Point Solutions, who manages the Regional SRTS grants.

### Essential Functions

Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Creates an annual work plan based on the SRTS Non-Infrastructure grant and the Eugene Springfield SRTS Strategic Plan.
2. Develops and works to implement a comprehensive SRTS program around the school based Action Plans. The action plans assess the current transportation patterns and infrastructure to provide information to the program coordinator to increase the percentage of 4J district youth safely walking and biking to school.
3. Collects data each fall to evaluate the action plans for each school.
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 the City of Eugene Recreation Program to coordinate and implement the Safe Routes Bicycle and Pedestrian Education Program including coordinating the three 4J bike fleets used for the Bike Safety Education (BSE) program in area middle schools and assisting communication and implementation of the Pedestrian Safety Education (PSE) program for 2nd and 3rd grade students.
6. Works with 4J Facilities and City of Eugene Public Works Department to implement SRTS 'best practices' for infrastructure/engineering improvements, including maintaining and updating a prioritized project list based off school Action Plans, site visits, the bike parking assessment report and other SRTS reviews.
7. Works with 4J Director of Transportation on evaluation and updates to the district's ODE Supplemental Busing Plan. Helps communicate safe school walking/biking routes to school administration and parents.

8. Builds relationships with Eugene School District staff, the Eugene walking and biking community, and the Parent-Teacher Organizations (PTOs) and parent networks in schools throughout the district to increase awareness surrounding Safe Routes to School.
9. 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.
10. Collaborates with Point2Point Solutions, Springfield Public Schools SRTS, Bethel SRTS, City of Eugene, University of Oregon, Eugene Active Transportation Committee, the regional Transportation Options Advisory Committee (TOAC) and other organizations working on active transportation issues in our region.
11. Provides frequent updates to the Director of Transportation in the 4J School District Transportation Department and the Transportation Options Coordinator at Point2Point solutions. Presents periodic program updates to 4J School District staff and board.
12. Follows and maintains knowledge of all District policies and procedures.
13. Participates effectively at regular team meetings using appropriate social skills, problem solving skills and conflict resolution strategies.
14. Reports safety, sanitary and fire hazards immediately to supervisor and follows prescribed policies for violations.
15. Maintains appropriate certifications and training hours, as required.
16. Complies with applicable District, state, local and federal laws, rules and regulations.
17. Interacts thoughtfully and courteously with students, staff and community; resolving conflict in a professional manner.
18. Attends work regularly and is punctual.
19. Maintains regular and prompt attendance.
20. Performs other related duties assigned.

### **Required Knowledge, Skills and Abilities**

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. Ability to understand and carry out actions outlined in the SRTS grant.

**Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control; remaining open to others' ideas, and contributing to building a positive team spirit.

**Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school/departmental staff. Ability to read and interpret documents such as safety rules, IEPs, lesson plans, data, memos, e-mails, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.

**Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages. Ability to apply concepts of basic algebra and geometry to real life scenarios.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to understand and appropriately

react to unpredictable situations. Ability to identify and appropriately address safety and security threats.

**Computer Skills:** General knowledge of computer usage and ability to use, e -mail, internet software and computer program used by the District. Ability to use Word and Excel software for word processing, basic bookkeeping and data collection.

**Other Skills and Abilities:** Ability to develop the 4J SRTS program and work in conjunction with existing programs and coordinators in the Eugene/Springfield area. Ability to work independent of direct supervision and exercise judgment pertaining to program objectives and end results sought.

Ability to appropriately communicate with staff, students, teachers, parents and members of the community. Ability to exercise good judgment and work in the environment and appropriately react to a wide spectrum of behaviors and threats from students and staff in compliance with District policy.

### Minimum Qualifications

**Education and/or Experience:** A bachelor's degree in physical education, planning, public policy, environmental studies or related field. Candidate should have experience and/or training in developing, leading, implementing, and evaluating school age programs. Candidates with equivalent experience and/or training which ensure the ability to perform the essential job functions will be considered.

**Certificates, Licenses, Registrations:** Certificates as determined by the District including the ability to obtain a valid Oregon Class B Commercial Driver License (CDL), League Cycling Instructor (LCI) certification, State School Bus Driver's certificates/licenses, passenger endorsement, and a valid First Aid/CPR card.

ADDITIONAL INFORMATION	
<b>Employee Unit</b>	OSEA - CLASSIFIED
<b>Pay Grade</b>	Grade 12 / 12 Month
<b>Created by</b>	Chris Ellison, <i>Transportation Coordinator</i>
<b>Approved by</b>	Cydney Vanderkar, <i>Director of Human Resources</i>
<b>Last revised</b>	September 2016