



CLASSIFICATION DESCRIPTION

TITLE: Safe Routes to School Coordinator

<p><b>Title of Immediate Supervisor:</b> Community Education Coordinator</p>	<p><b>Department:</b> Community Education</p>	<p><b>FLSA Status:</b> Non-Exempt</p>
<p><b>Accountable For (Job Titles):</b> N/A</p>		<p><b>Pay Grade Assignment:</b></p>

**General Summary or Purpose Of Job:**

This position serves as the point of contract for activities related to Duluth Public Schools’ safe routes to school plan, providing a critical link between multiple municipal partners and Duluth public schools administration staff, students, and community. The SRTSC will create an important program that educates students and the community about the benefits of walking and biking to school and encourages equitable student participation. This position will work with school district leadership and municipal partners to enforce and evaluate safe routes to schools’ activities, as well as collaborate with school district leadership and the city of Duluth transportation engineer to address infrastructure projects outlined in the District Safe Route to Schools plan.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Coordinates and leads Safe Routes to School programs and committees; coordinates projects as assigned that result in increased participation in active transportation for all students in the school district.	
2.	Convene SRTS committee at the district level that includes district leadership, city leadership, students, parents and community groups. Develop relationships with leadership and staff of individual schools, engineering staff at the City of Duluth and other interested organizations.	
3.	Document and track SRTS meetings, activities, updates and events	
4.	Assess existing and past SRTS activities, identifying barriers to walking and biking to schools	
5.	Develops systems, strategies, and resources that promote active transportation, and especially participation in walking or biking to school	



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6.	Conduct the National Center for STRS Parent survey and Student Travel Tally. Responsible for distribution, collection and submission of surveys to National Center for processing. Responsible for communicating survey to school administrators and ability to provide multiple reminders to local administrators to complete it.	
7.	Responsible for leadership and oversight of the MnDOT SRTS grant including budget and grant reporting. Review infrastructure project to ensure timelines are met	As required

**Minimum Qualifications:** (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

- Bachelor's degree in public health, education, communication, social work. Public administration, or other related field
- One (1) year of demonstrated experience coordinating or overseeing programs related to community engagement, outreach, and/or education

**Certification or Licensing Requirements**\_(prior to job entry):

**Knowledge Requirements:**

Requires knowledge of:

- Experience working with diverse communities from various cultural and linguistic backgrounds
- Experience in the public sector and/or working with School Districts is highly desirable
- Experience participating in some part of Minnesota's Safe Routes to School to program is preferred
- Experience in maintaining a database and authoring progress reports
- Experience in establishing networks with key stakeholders in the district, potentially including public health agencies, local law enforcement, local government staff/officials, parks and recreation departments



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### **Skill Requirements:**

Skilled in:

- Demonstrated excellent communication, organization, and partnership building skills
- Demonstrated skills using Google Suite (Sheets, Forms, Docs)
- Ability to convene and coordinate various groups from many sections
- Ability to lead/facilitate event coordination including event planning and execution

### **Physical Requirements:** Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk		√		
Sit			√	
Use hands dexterously (use fingers to handle, feel)		√		
Reach with hands and arms		√		
Climb or balance		√		
Stoop/kneel/crouch or crawl	√			
Talk and hear				√
Taste and smell	√			
<b>Lift &amp; Carry:</b> Up to 10 lbs.		√		
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			

### **General Environmental Conditions:**

- Work is typically performed inside. Some outside duty time may be scheduled and expected in performance of this position
- There may be some lifting and moving of materials and/or equipment, typically less than 30lbs, in performance of this position

### **General Physical Conditions:**

**Work can be generally characterized as: Office Setting**



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**Sedentary Work:**

<b>Vision Requirements:</b> Check box if relevant	Yes	No
No special vision requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Close Vision (20 in. of less)	<input type="checkbox"/>	<input type="checkbox"/>
Distance Vision (20 ft. of more)	<input type="checkbox"/>	<input type="checkbox"/>
Color Vision	<input type="checkbox"/>	<input type="checkbox"/>
Depth Perception	<input type="checkbox"/>	<input type="checkbox"/>
Peripheral Vision	<input type="checkbox"/>	<input type="checkbox"/>

**Job Classification History:**