

Durham Public Schools

School Planning and Operational Services

Job Title: Transportation Coordinator – Safe Routes to School Educator
Reports To: Senior Executive Director of School Planning and Operational Services or designee
Salary: Based on State and Local Salary Schedules
Status: Temporary (2-year), 12 months, Classified, Exempt

SUMMARY

The Safe Routes to School Educator serves DPS students by fostering a community culture for walking, biking, and transit through educational initiatives, community outreach, and related special projects. Safe Routes to School programs remove barriers to walking and biking to school by making it a safer, more appealing option and encouraging a healthy, active lifestyle from a young age through the teen years.

Serves as the primary contact for Safe Routes to School (SRTS) activities that involve curriculum integration, community outreach and education, and youth engagement. This position will lead an effort within their first year to listen and learn from students, staff, and community partners about the ways that SRTS aligns with the educational and personal interests of middle and high-school aged youth and use this information to define the activities that Durham SRTS will offer for older youth. This position will also take a leading role in evaluation efforts for the district's expanding SRTS efforts.

This position does not require previous experience with transportation planning or school travel, but the successful applicant will have some experience with community engagement and education and an understanding of how active school travel relates to student safety, health, academic achievement, and school-community relationships. A guiding principle of this work is to enhance the equity of school travel.

For more information, please see the Durham Public School Board of Education resolution in support of Safe Routes to School: <https://go.boarddocs.com/nc/dpsnc/Board.nsf/vpublic?open#>

NOTE: This is a grant funded position that may not extend past two years.

RESPONSIBILITIES AND DUTIES

The duties below are representative of the work that will be required of the chosen applicant, but a final list of duties will be based upon a collaboratively developed work plan and the strengths of the chosen applicant.

Education

- Work with educators and curriculum & instruction staff to develop content (i.e., project-based learning) for in-school or after-school activity focused on the connections between bicycle and pedestrian safety, health, and environment.
- Coordinate and lead student sessions on environmental assessments and “train the trainer” walk audits.
- Act as an advisor and resource for students and family trip planning for active school travel.

Communication

- Work with the DPS Exceptional Children department to facilitate the adaptation of programs and activities as needed to ensure that all students can participate.
- Create and maintain content for webpages, presentations, and social media.
- Maintain positive working relationships with school staff, students, and caregivers to promote project initiatives.

Evaluation - Data Collection and Presentation

- Initiate the collection of parent survey data at the school and/or district level.
- Proactively collect and communicate qualitative data.

Administrative Coordination

- Coordinate with community partners on grant-related activities, including planning and outreach related to bi-annual walk, bike, and roll to school events.
- May act as point of contact for consultants and part-time staff, including interns.
- Monitor program budget and draft grant reports.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

An equivalent combination of education and experience that would provide the required knowledge and skills to perform the duties of the job.

Education and Experience

High school diploma and at least three years of professional experience working with students, schools, or community groups. Experience with planning, youth engagement, or teaching is preferred.

Knowledge and Abilities

Knowledge of school systems, transportation planning, and group facilitation strategies preferred. The successful applicant will have a working knowledge of Microsoft Office and Google platforms. They will have the ability to plan and execute community and youth engagement activities while maintaining a high degree of professionalism. Must be able to plan and coordinate multiple ongoing projects.