

Durham Public Schools

School Planning and Operational Services

Job Title: Transportation Coordinator – Safe Routes to School Infrastructure Planner

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 Infrastructure Planner serves DPS students by collecting and analyzing spatial information to inform operational decision making, trip planning for students and families, and infrastructure improvements that benefit Durham’s school-aged population. 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.

This position does not require previous experience with Safe Routes to School programs, but the successful applicant will have a working knowledge of supportive infrastructure and the technical tools that can be used to inventory these facilities. The successful applicant will also comprehend 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.

- Inventory transportation facilities, identify facility gaps or conditions not suitable for independent youth mobility, and develop school facility improvements particularly related to pedestrian access, public transit connections, transportation safety, and bicycle parking.
- Work as part of a team to document common walking/biking routes and transit access based on school community input, desktop review, and consultation with city, county, and state partners.
- Create, disseminate, and update school travel maps.
- Facilitate the collection of student travel data and analyze for trends, programming impacts, and prioritizing projects.

- Maintain positive working relationships with school staff, students, and caregivers to promote project initiatives.

Administrative Coordination

- Coordinate with local government partners.
- 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

Bachelor's degree or equivalent experience in planning, engineering, or geography.

Knowledge and Abilities

The successful applicant will have a working knowledge of the principles of design for pedestrian and bicyclist safety. Must be able to collect, organize, and analyze quantitative data and spatial data. Familiarity with transportation planning and safety research is preferred. Microsoft Office and Google platforms.