

Coordinator II – Safe Routes to School

Position Details

Reference Code: A729

Division: Office of the Chief of Staff

Classification: Professional-Technical

Terms of Employment: Range 39 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

Position Summary

This position is responsible to provide leadership in the areas of professional learning and program development for the Clark County School District Safe Routes to School program. Responsibilities include coordinating components of the Safe Routes to School Grant in collaboration with region superintendents and/or designee(s) to accomplish area professional development goals as well as serving as a liaison to various related community agencies. This position is directly responsible to the Director of the School-Community Partnership Program, Office of the Chief of Staff.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Coordinate and supervise the implementation of assigned components of the District's Safe Routes to School grant, which includes the development of a comprehensive educational program and coordination of all available resources within Clark County and the District.
2. Develop K-8 Safe Routes to School curriculum materials that correlate to the District's safety and health curriculum for use by classroom teachers. These materials focus on safe routes to school and promoting a healthy lifestyle.

3. Develop and implement curriculum training for school teams to assist with implementation.
 4. Assist in the development of pedestrian and traffic safety messages for distribution through local media outlets.
 5. Coordinate and develop a safety and health collaborative consisting of all known community resources.
 6. Provide site administrators and school staff with appropriate support and assistance in the implementation of the Safe Routes to School trainings and programs. This includes working with school teams to develop and implement school safety action plans.
 7. Maintain appropriate documentation of projects assigned.
 8. Develop Safe Routes to School program materials including informational brochures, manual, Public Service Announcements (PSA), and other items, as required.
 9. Serve as the community liaison and the spokesperson for the Safe Routes to School program including representing the District's program in community-wide organizations/activities related to safety.
 10. Serve as the District's representative for the Safe Routes to School program at District, community, state, and national meetings and conferences.
 11. Serve as the program liaison with the Clark County School District School Police Services, other law enforcement agencies, and various health and safety organizations.
 12. Complete all grant-required documentation and required reports.
 13. Supervise and evaluate the performance of assigned support staff in accordance with preplanned and mutually understood performance goals.
 14. Perform other duties related to the position, as assigned.
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Position Expectations

1. Effective communication, collaborative, and interpersonal skills.
 2. Excellent verbal, written, and presentations skills.
 3. Effective skills in planning, organizing, and coordinating activities.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None specified.

Experience

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Strong knowledge of Clark County School District's curriculum and experience with curriculum implementation and providing training to support identified curriculum.
3. Experience establishing and implementing broad-based training programs.
4. Demonstrated involvement in community activities.
5. Experience working effectively with school and administrative personnel, community members, peers, and others.

Preferred Qualifications

1. Master's degree from an accredited college or university.
2. Present or previous experience in developing and conducting staff training.
3. Experience working cooperatively with various departments within the District and with other local and state agencies.
4. Strong facilitation and presentation skills.
5. High-level of self-confidence, initiative, and motivation.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 06/02/21
- Created: 10/02/08