

School-Community Partnership – Safe Routes to School, School / Community Liaison

Position Details

Class Code: 0155

Job Family: Paraprofessionals/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 49 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, provides tailored Safe Routes to School (SRTS)-based education, encouragement, and evaluation services/programs to schools, students, and families to increase safe bicycling and walking to/from school.

Essential Duties and Responsibilities

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

1. Implements/monitors programs, workshops, trainings, and meetings designed to educate/motivate students, administration, school staff, and families to practice safe walking, bicycling, and motorist behavior in/around Clark County School District schools.
2. Acts as a liaison between schools, community groups, and other organizations; provides information on SRTS programs and school-specific goals; gathers and relays information; garners support for SRTS and school programs.
3. Understands school-based needs; collaborates to outline and implement SRTS strategies/programs addressing school needs.

4. Assists school/community teams in developing, implementing, and evaluating SRTS action plans.
 5. Collects, manages, and maintains data to document SRTS programs' outcomes/ effectiveness at the school and District levels; compiles data into a user-friendly format.
 6. Collects, manages, and maintains documentation of grant-funded program activities.
 7. Proactively seeks out resources, models, and strategies supporting SRTS program objectives; shares findings with colleagues.
 8. Seeks financial, volunteer, and in-kind support from local businesses and community agencies (i.e., donor sponsorships, grant opportunities, equipment donations, etc.)
 9. Assists with school events promoting bicycle and pedestrian safety (i.e., safety clinics/assemblies, family events, etc.)
 10. May serve as a liaison between the District and other agencies.
 11. May be required to work variable hours to attend school/community events and meetings, complete community assignments, etc., as directed.
 12. May administer Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) as necessary.
 13. Conforms to safety standards, as prescribed.
 14. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Provides proactive, preventative safety education, encouragement, and evaluation strategies promoting safe bicycle, pedestrian, and motorist behavior.

Knowledge, Skills, and Abilities (Position Expectations)

1. Experience with SRTS.
2. Knowledge of Nevada Revised Statutes (NRS), Chapter 484B, Rules of the Road.
3. Knowledge of CPR/AED and Universal Precautions.
4. Knowledge of basic computer applications; ability to use technology for public presentations.
5. Excellent communication and accurate writing skills.
6. Ability to drive a District vehicle and tow an enclosed bicycle trailer.

7. Experience working with and meeting requirements of public/private grant programs.
 8. Experience in educating youth on bicycle and pedestrian safety skills in school/community settings.
 9. Ability to develop rapport and gain cooperation of community.
 10. Ability to work within a multicultural community, recognizing the sensitive nature of collaborating with people of different cultural backgrounds and expectations.
 11. Ability to conduct meetings and workshops, gather input, plan/facilitate public gatherings, and conduct focus groups.
 12. Experience in maintaining professional social media accounts.
 13. Ability to maintain confidentiality and accurate records.
 14. Ability to work under pressure, meet deadlines, and manage multiple projects at a time.
 15. Ability to plan and organize work assignments.
 16. Ability to work flexible hours/shifts, as directed.
 17. Ability to judge when to act independently and when to refer situations to an administrator.
 18. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Bachelor's degree in business management, sociology, political science, planning, education, or a related field, and one (1) year of work/volunteer experience with educational or community programs involving parents/guardians, students, businesses, etc.; or, Associate degree in sociology, political science, or a related field, and three (3) years' experience as described above; or Five (5) years' experience as described above.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for duration of assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or

Qualified Selection Pool (QSP) placement, and at time of interview prior to final selection.

3. Current CPR/AED certificate from the American Heart Association, American Red Cross, or a similar organization. Certification must be maintained for duration of assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.

Preferred Qualifications

1. Fluent in English and Spanish.
 2. Experience in planning, organizing, and coordinating activities/events.
 3. Skilled with Microsoft Word, Excel, Publisher, and PowerPoint software.
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Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Transcript(s) from an accredited college/university, if applicable.
 3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six (6) months from date printed) issued by the DMV.
 5. Current CPR/AED certificate. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
 6. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District facilities – schools and department offices.

Work Environment

Strength

Medium/heavy – exert force of 20-50 lbs., occasionally; 10-20 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. Mobility to work in a typical office setting and use standard office equipment. Mobility to work in outdoor settings and traverse paved and unpaved terrains. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/far acuity and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office settings to work outdoors, with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, utility trailers, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, utility trailers, computers, peripheral equipment, software applications, printers, telephones, calculators, copiers, fax machines, filing cabinets/equipment, bicycles, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 08/16/23
- Created: 08/31/15