

CENTENNIAL SCHOOL DISTRICT NO. 28J
VACANCY NOTICE
October 28, 2024



POSITION: Safe Routes to School Coordinator
LOCATION: District Office – Business Services Department
HOURS: 6 Hours Per Day (8:30am – 3:00pm)
CALENDAR: 260 Days Per Year; July - June (will be prorated based on start date)
SALARY: \$25.28 – \$35.00 Per Hour (Range I)
BENEFITS: PERS, Medical, Dental, Vision, Optional Insurances, Paid Leaves, Holiday Pay, etc.
START DATE: November 12, 2024, or when filled
APPLICATION DEADLINE: Open until filled

JOB PURPOSE STATEMENT/S: The Safe Routes to School Coordinator is responsible for development, coordination, and implementation of the Safe Routes to School (SRTS) program for the Centennial School District. This includes program development/planning, program administration, marketing/outreach, education and training, event promotion, and volunteer coordination.

ESSENTIAL JOB FUNCTIONS:

- Develops and works to implement a comprehensive SRTS program focused around bike and pedestrian safety education under the direction of the District Safety and Security Coordinator.
- Collects and shares data where applicable (events, education statistics, etc.).
- Leads encouragement activities for target schools, including Walk+Bike to School Days, Walk+Bike Challenge Month, and other community events targeting active transportation for families.
- Coordinates with school staff, including Physical Education staff, to offer the Safe Routes Bicycle and Pedestrian Education Program, including coordinating with Physical Education staff.
- Works with the Assistant Director of Transportation, Safety and Training on improving student safety at bus stops located within the District.
- Works with the District Safety and Security Coordinator to distribute information about the program and events to the community and individual schools.
- Builds relationships with local walking and biking communities and parent/guardian networks in schools and throughout the county to increase awareness surrounding Safe Routes to School.
- Identifies and develops champions within the school district and parent network for each school to build a volunteer base for walking and biking groups, encouragement activities, action plan, and implementation projects.
- Collaborates with other related regional programs throughout Multnomah County.
- Provides frequent updates to appropriate groups and boards as necessary.
- Follows and maintains knowledge of all District policies and procedures.
- Participates effectively at regular department and team meetings using appropriate social skills, problem solving skills, and conflict resolution strategies.
- Complies with applicable district, state, local and federal laws, rules and regulations.
- Interacts thoughtfully and courteously with students, staff, and community; resolving conflict in a professional manner.

OTHER JOB FUNCTIONS:

- Commitment to working effectively with students, staff, families, and colleagues from diverse backgrounds, in support of an inclusive and respectful environment.
- Demonstrate professionalism and appropriate judgment in behavior and speech.
- Regular and on-time attendance.
- Performs other duties as assigned.

JOB REQUIREMENTS – QUALIFICATIONS:

- **Experience Required:** Three (3) years of relevant work experience within a related field. Developing and maintaining effective working relationships with multiple stakeholders to facilitate partnerships. Creating brochures, flyers, and other documents for the public.
- **Experience Preferred:** Experience with Safe Routes to School programs school systems or educational systems.
- **Skills, Knowledge and/or Abilities Required:**
Skills with public speaking and presentations; time management organization, and problem solving.

Ability to lift up to 30 pounds and set-up/break down tables, tents, banners, and other event equipment. Utilize technology (software and hardware). Ability to work independently with minimal supervision. Significant physical abilities include lifting/carrying/pushing/pulling, climbing/balancing, reaching/handling, talking/hearing conversations, near visual acuity/depth perception/accommodation. Ability to work evenings and weekends as needed.

Ability to speak a second language.

- **Education Required:** Equivalent to the completion of a Bachelor's Degree in business or public administration, public relations or public affairs, marketing communication, event coordination or a related field OR a combination of experience and education that is equal to a Bachelor's Degree.
- **Licenses, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance (applicant agrees to assume cost upon offer of employment) and Private Security Officer License or able to obtain training and meet criminal background clearance for licensing. Hold a valid driver's license and evidence of insurability. Possession of, or ability to obtain, a First Aid/CPR/AED card.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Support Staff Personnel.

APPLICATION PROCEDURE:

All applicants, including current employees, are required to apply through [TalentEd Hire](#):

External Applicants:

- Apply through [TalentEd Hire](#).

Internal Applicants (Current Employees):

- Apply through [TalentEd Hire](#) by clicking on "Internal" in the upper right-hand corner. First time users will need to create their own "Internal" account. For users who already have created their "Internal" account, simply enter your username and password at the top of the page. Follow the prompts, which will include typing a cover letter and attaching a resume.

For information about the position, contact:

Neel O'Donnell, District Safety and Security Coordinator
Email: neel_odonnell@csd28j.org

For questions about applying, contact:

Shannon Burley, Human Resources Secretary
Email: shannon_burley@csd28j.org

OAR RULES REQUIRE THE FINGERPRINTING OF ANY PERSON NEWLY HIRED.

Centennial School District practices equal employment opportunity and treatment regardless of race, color, religion, sex, sexual orientation, national origin, marital status, age, veteran's status, genetic information, and disability if the employee is able to perform the essential functions of the position.