CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION

SCHOOL-COMMUNITY PARTNERSHIP – SAFE ROUTES TO SCHOOL, SCHOOL/COMMUNITY LIAISON

Class Code: 0155
Job Family: Para-Professional/Aides/Assistants
Classification: Support Staff
Terms of Employment: Pay Grade 49 on the Support Staff 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 and from school.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Implements and monitors programs, workshops, trainings, and meetings designed to educate and motivate students, administration, school staff, and families to increase safe walking, bicycling, and motorist behavior in and around Clark County School District schools.
2. Acts as a liaison between schools, community groups, and other organizations to provide information on SRTS programs and school-specific goals; gathers and relays information; and garners support for SRTS and school programs.
3. Understands school-based needs and collaborates to outline and implement SRTS strategies/programs which address individual school needs.
4. Assists school/community teams in developing, implementing, and evaluating SRTS action plans.
5. Collects, manages, and maintains data to document outcomes and effectiveness of SRTS programs at the school and District level; compiles data into a user-friendly format.
6. Collects, manages, and maintains documentation of project activities related to grant-funded programs.
7. Proactively seeks out resources, models, and strategies which support SRTS program objectives and shares new learning with colleagues.
8. Seeks financial, volunteer, and in-kind support from local businesses and community agencies (i.e., donor sponsorships, grant opportunities, equipment donation, etc.).
9. Promotes and assists with school events that promote bicycle and pedestrian safety (i.e., bicycle and pedestrian safety clinics, safety 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 (CPR)/Automated External Defibrillator (AED), as necessary.
13. Conforms to safety standards, as prescribed.
14. Performs other tasks related to the position, as assigned.

DISTINGUISHING CHARACTERISTICS:
Involves providing specialized guidance with proactive and preventative safety education, encouragement, and evaluation strategies which promote safe bicycle, pedestrian, and motorist behavior.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):
1. Knowledge of, and experience with, the Safe Routes to School program.
2. Knowledge of Nevada Revised Statutes (NRS), Chapter 484B, Rules of the Road.
4. Ability to use technology for public presentations and knowledge of basic computer applications.
5. Excellent communication and accurate writing skills.
6. Ability to drive a District panel van or other vehicle and tow an enclosed bicycle trailer.
7. Experience working with, and meeting the requirements of, public and private grant programs.
8. Experience in educating youth on hands-on bicycle and pedestrian safety skills in various school and community settings.
9. Ability to develop rapport and gain cooperation of community.
10. Ability to work within a multi-cultural 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 and facilitate public gatherings, and conduct focus groups.
12. Experience in maintaining professional social media accounts such as Twitter and Facebook.
13. Ability to maintain confidentiality and accurate records.
14. Ability to work under pressure, meet deadlines, and manage more than one project at a time.
15. Ability to plan and organize work assignments.
16. Ability to work flexible hours or 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.

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 experience or volunteer work with education and/or community programs, which involves parents/guardians, students, business, and/or community; or,
   Associates degree in sociology, political science, or a related field and three (3) years experience or volunteer work with education and/or community programs, which involves parent/guardians, students, business, and/or community; or
   Five (5) years experience or volunteer work with education and/or community programs, which involves parents/guardians, students, business, and/or community.

Licenses and Certificates:
1. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of driving history issued by the Department of Motor Vehicles at the time of application or Qualified Selection Pool (QSP) placement at time of interview prior to final selection.
3. Current Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted.

Preferred Qualifications:
1. Fluent in English and Spanish.
2. Experience in planning, organizing, and coordinating activities and events.
3. Skilled with Microsoft Word, Microsoft Excel, Microsoft Publisher, and Microsoft PowerPoint software.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:
4. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
5. College transcript(s), if applicable.
6. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
7. Copy of current driving history issued by the Department of Motor Vehicles.
8. Current Cardiopulmonary Resuscitation/Automatic External Defibrillator certificate if available; otherwise QSP candidates must present a Cardiopulmonary Resuscitation/Automatic External Defibrillator certificate as indicated above.
9. Specific documented evidence of training and experience to satisfy qualifications.
EXAMPLES OF ASSIGNED WORK AREAS:
Clark County School District facilities – schools and department offices.

WORK ENVIRONMENT:
Strength: Medium/Heavy - exert force of 20-50 lbs., occasionally; 10-30 lbs., frequently; up to 10 lbs., constantly.

Physical Demands: 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 various 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 and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions: Climate-controlled office setting to outdoor work 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 and utility trailers, computers, peripheral equipment and software applications, printers, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, bicycles, etc.

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

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.