

Safe Routes to School – K-12 School/Community Liaison

Position Details

Class Code: 4230

Job Family: Paraprofessionals/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 52 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 (CCSD) schools.
2. Supports (K-12) schools by acting as a liaison between community groups and other organizations to facilitate positive relationships with the SRTS program.
3. Provides strategic/logistical support for SRTS efforts at the school and CCSD levels
4. Collects and maintains accurate data to document SRTS activities impact and outcomes at the school and CCSD levels.

5. Understands school-based needs; collaborates with (K-12) schools/community to outline, develop and implement SRTS strategies/programs/actions plans addressing individual school needs.
 6. Proactively seeks out resources, models, and strategies which supports SRTS initiatives and program goals; shares findings with colleagues.
 7. Assists in coordinating CCSD-wide (K-12) SRTS events and programs at the school and CCSD levels.
 8. Encourages school/student/family participation in SRTS activities by ensuring promotion and awareness of program information on school/community flyers, social media posts, or other pertinent correspondence.
 9. Collects, manages, and maintains data to document SRTS program outcomes/effectiveness at the (K-12) school and CCSD levels for grants and program operation purposes.
 10. Collects, manages, and maintains documentation of grant-funded program activities.
 11. Seeks and secures financial, volunteer, and in-kind support from local business and community agencies (donor sponsorships, grant opportunities, equipment donations, etc.).
 12. Prepares and distributes correspondence with school staff to request SRTS program forms.
 13. Provides exemplary customer service to schools, families, and community partners by resolving questions and complaints in a timely, professional, and proactive manner.
 14. May be required to attend school/community events and meetings as part of a flexible work schedule.
 15. May administer Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) as necessary.
 16. Conforms to safety standards, as prescribed.
 17. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves tasks that provide specialized guidance and implements proactive, preventative safety education, encouragement, and evaluation strategies promoting safe bicycle, pedestrian, and motorist behavior.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of/experience with SRTS programming.
 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. Experience working with and meeting requirements of public/private grant programs.
 6. Experience in educating youth on bicycle and pedestrian safety skills in school/community settings.
 7. Ability to develop rapport and gain cooperation of community.
 8. Excellent communication and writing skills.
 9. Ability to work within a multicultural community, recognizing the sensitive nature of collaborating with people of different cultural backgrounds/expectations.
 10. Ability to work flexible hours/shifts, as directed.
 11. Ability to drive a CCSD vehicle and tow an enclosed bicycle trailer.
 12. Ability to conduct meetings and workshops, gather input, plan/facilitate public gatherings, and conduct focus groups.
 13. Ability to maintain confidentiality and accuracy of records.
 14. Ability to meet predetermined deadlines and manage multiple projects at a time.
 15. Ability to plan and organize work assignments.
 16. Ability to judge when to act independently and when to refer situations to an administrator.
 17. Experience in maintaining professional social media accounts.
 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 (General Educational Development (GED), foreign equivalency, etc.).
2. Two (2) years of coursework from an accredited college or university (minimum 48 credits) in related fields (education, sociology, psychology, child development, etc.), and three (3) years of experience in schools/community

settings working with educational or community programs involving parents/guardians, students, businesses, etc.; or,
Five (5) years experience as described above.

3. Minimum of 48 credit hours from an accredited college or university, or a passing score on the Educational Testing Service (ETS) ParaPro assessment.

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. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement, and at time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.
4. Current Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/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. 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 K-12 activities/events.
3. Skilled in Microsoft Word, Excel, Publisher, and PowerPoint software.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
2. College transcript(s) from an accredited college or 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. Safe driving record.
6. Current CPR/AED certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.

7. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD facilities and department offices - other designated areas, etc.

Work Environment

Strength

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-25 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, climbing, balancing, and repetitive fine motor activities. 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 conferences and computers, or over the telephone. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision: Frequent near/far acuity and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Exposure to climate-controlled office settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. It may involve exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods

Hazards

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

Examples of Equipment/Supplies Used to Perform Tasks

CCSD-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 regardless of 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: 05/29/2024
- Created: 05/22/2024