

**LOS GATOS UNION SCHOOL DISTRICT**  
**JOB DESCRIPTION – Safe Routes to School Coordinator**

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**TITLE: Safe Routes to School Coordinator**

**REPORTS TO & EVALUATED BY: Chief Business Officer (CBO)**

**SALARY: Classified Salary Schedule**

**DEPARTMENTS: District Office**

**CLASSIFICATION: Classified**

**WORK YEAR: 185 DAYS**

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**BASIC FUNCTIONS:**

Under the supervision of the CBO, the Safe Routes to School Coordinator (SR2S) will plan, organize and implement SR2S programs at local elementary and middle schools; support school sites' SR2S efforts; collaborate with the school district to develop sequential classroom-based lessons supporting the SR2S program; communicate and coordinate with community organizations, law enforcement, advocacy groups and town/county officials, and support a variety of SR2S district initiatives.

**ESSENTIAL RESPONSIBILITIES AND REPRESENTATIVE DUTIES:**

*Duties may include, but are not limited to, the following:*

1. Development and execution of the district's SR2S program that will lead to more walking and biking in participating schools.
2. Work directly with parent volunteers, school administrators, police department and Town liaisons to implement locally appropriate projects that significantly increase the health and safety of students walking and bicycling to school.
3. Collaborate with Home & School Club parent volunteers to facilitate annual and ongoing events, including but not limited to, bike rodeos, and Walk to School Days.
4. Create and promote district-wide encouragement programs and resources for schools, including but not limited to parent education.
5. Serve on the SR2S Coalition and district SR2S Education Committee to improve and modify existing SR2S curriculum.
6. Support volunteer teams at individual school sites to promote program activities, encourage walking and bicycling, and create pedestrian and bicycle friendly environments.
7. Facilitate ongoing evaluation of the district's SR2S programs.
8. Maintain district SR2S website as well as publish quarterly district SR2S newsletters.
9. Support and encourages SR2S network among participating schools in the district.
10. Perform other clerical duties as assigned and consistent with the job description

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**QUALIFICATIONS AND EXPERIENCE:**

1. High school graduate or equivalent.
2. A basic understanding of bicycle and pedestrian safety, the benefits of walking, biking, and increased physical activity

**KNOWLEDGE AND ABILITIES:**

***Knowledge of:***

1. Local, state and national Safe Routes to School Programs
2. Public relations/customer service skills
3. Event coordination
4. Formulating and implementing creative strategies for solving problems
5. Public speaking and community organizing
6. English usage, spelling, grammar, punctuation and business letter writing
7. Modern office procedures, methods, and computer equipment and software programs
8. Filing and record keeping systems

***Ability to:***

1. Plan, organize, and direct school and/or community-based programs and activities to achieve measurable goals and objectives
2. Take direction and manage multi-faceted event coordination
3. Develop and maintain effective working relationships with multiple stakeholders to facilitate partnerships, coordinate activities, and multi-agency agreements
4. Communicate effectively and clearly, both orally and in writing, with students, co-workers, the public, program partners, and representatives from other agencies
5. Work independently and manage multiple projects simultaneously, prioritizing workload and meeting timelines under limited supervision
6. Keep accurate and timely records of activities
7. Support parent volunteers as assigned

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**WORKING CONDITIONS:**

***Environment:***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

***Physical Abilities:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is an active position requiring the ability to stoop, kneel, crouch, crawl, reach, stand, walk, and occasionally lift and/or move objects up to 50 lbs.; verbal and hearing skills to effectively communicate with others; visual acuity to read, view a computer terminal, and make observations. Work is done both indoors and out, with exposure to heat, often over 100 degrees, sun, noise, dust, pollens. Potential hazards from proximity to moving vehicles.

**LICENSES:**

Possess and maintain a valid California driver's license and insurance.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.*