

## SAN MATEO COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: PROJECT SPECIALIST SAFE ROUTES TO SCHOOL FOR HEALTH AND WELLNESS**

#### **BASIC FUNCTION:**

Under the direction of the Safe Routes to School Coordinator, work with school district and school personnel, community members and the San Mateo County Safe Routes to School network to ensure San Mateo County students are able to walk and bicycle to school safely by facilitating bicycle and pedestrian education, encouragement activities, and proven best practices for safe walking and bicycling; the Project Specialist will provide technical assistance to schools throughout the county and foster a relationship between schools and municipalities.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Coordinate and lead Safe Routes to School projects as assigned that result in an increase in active transportation for students

Coach educators who use safe routes to school curriculum

Work collaboratively with school administrators, school site staff, parents, students, community partners and municipalities to identify and develop systems, strategies and resources that promote active transportation and especially participation in walking or bicycling to school

Meet regularly with program funders to ensure compliance with grant requirements, completion of invoicing, documentation, written reports and record-keeping; supervise Administrative Assistant on proper preparation of documentation

Plan, coordinate and lead community events to encourage walking and bicycling, including workshops, trainings, presentations, meetings, and other school events

Work with community volunteers and schools to develop school cultures that support safe and healthy school travel

Work closely with consultants and graphic designer to prepare outreach and publicity materials to involve and educate community members; conduct outreach at schools and community events, and implement county-wide publicity and educational messages to engage residents and drivers in creating “safe streets” culture

Assist in promoting encouragement events such as “walk and bicycle to school” days by creating materials, templates, and standard practices, and assisting with the advertisement of such events

Advocate with municipalities and transportation professionals on needed infrastructure to make walking and bicycling safer around schools

Identify potential funding sources and assist with grant writing

Conduct trainings and workshops around the county for community members and parents to elicit community involvement and community driver traffic safety awareness; supervise program consultants, program support staff and program interns/fellows

Participate in professional development and skill building related to Safe Routes to School

Compile and analyze data to document any mode shifts, raise awareness about parental concerns and use data for program planning

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Familiarity with project management
- Compliance with grant requirements
- Practices and procedures involved in developing and implementing training activities
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of County children
- Instructional methods and techniques
- Operation of a variety of office equipment including a computer and assigned software
- Record-keeping and report preparation techniques
- Oral and written communication skills
- Principles and practices of supervision and training
- Applicable laws, codes, regulations, policies and procedures
- Interpersonal skills using tact, patience, courtesy, cultural sensitivity and cultural humility

**ABILITY TO:**

- Prepare, coordinate, and provide communications, information, trainings, meetings, workshops and resources in support of the Safe Routes to School for Health and Wellness program's operations and activities
- Provide consultation and technical assistance to subcontractors, trainers, parents and others concerning Safe Routes to School for Health and Wellness's operations and activities
- Facilitate groups in planning, problem-solving and decision-making
- Implement various communication systems and appropriate methodologies
- Provide training and consultation to staff and parents on Safe Routes to School curriculum
- Plan and implement quality in-service programs for classroom teachers and staff
- Visit project sites to observe activities, confer with staff, and provide technical support
- Monitor services provided by subcontractors to assure compliance with standards, requirements, and contact specifications
- Work collaboratively with individuals and groups from diverse backgrounds.
- Prepare and deliver oral presentations
- Evaluate the performance of assigned personnel and provide direction to staff
- Prepare and maintain a variety of comprehensive reports, records and files
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Work independently with little direction
- Plan and organize work
- Interpret, apply and explain applicable policies and procedures
- Operate a variety of office equipment including a computer and assigned software

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to: a bachelor’s degree in education, psychology, behavioral studies, sociology, public health, transportation or related field; two years of experience in health promotion programs and/or programs related to active transportation.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver’s license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Community, office, San Mateo County schools, classroom and outdoor environments
- Driving a vehicle to conduct work at sites throughout San Mateo County

**PHYSICAL DEMANDS:**

- Ability to exchange information in person and on the telephone as well as make presentations
- Ability to read a variety of materials
- Sitting or standing for extended periods of time
- Bending at the waist, kneeling or crouching to reach materials and work with students
- Lift and carry up to 30 pounds

**Personnel Commission Approval:**

Revised: August 17, 2022

September 13, 2017