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## **Safe Routes to School Program Coordinator (Outreach and Planning) (Business Operations Analyst I)**

### **BASIC FUNCTION**

Conduct analysis and planning to create a PPS Safe Routes to School (SRTS) Implementation Plan in partnership with the Oregon Department of Transportation (ODOT) SRTS consultant, the Portland Bureau of Transportation (PBOT), PPS schools and other community stakeholders. Participate in various committees and meetings and coordinate events to further program goals. Serve as point of contact for all SRTS Implementation Plan questions and concerns.

### **REPRESENTATIVE DUTIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Gather, process, and analyze information related to the Safe Routes to School (SRTS) program implementation.
- Manage and facilitate a district-lead SRTS Steering Committee to coordinate and implement the SRTS Implementation Plan.
- Create and manage committees for youth to share their experience and provide feedback regarding the SRTS implementation, communication, and how to best engage youth leadership.
- Serve as a liaison between PPS and local and state Transportation agencies including Oregon Department of Transportation (ODOT) and Portland Bureau of Transportation (PBOT) to share information, participate in decision making processes, and ensure coordination of activities and investments related to SRTS.
- Work with partner organizations to promote, set up and break down tents, banners, and other equipment, events and programs as necessary.
- Coordinate with ODOT SRTS non-infrastructure and infrastructure funding program managers, to ensure both state and regional funding opportunities are used to their greatest potential and fostering transparency.
- Serve as a subject matter expert and resource regarding SRTS implementation, including:
  - Coordinate with schools and communities on events such as but not limited to International Walk to School Day, Oaks Park student crossing guard end of year celebration and Walking School Bus Programs.
  - Coordinate with schools to incorporate multimodal education into the classrooms/PE (pedestrian, bike, scooter, and/or transit).

- Develop and give presentations on SRTS implementation topics at steering committee meetings and to senior leadership.
- Provide technical assistance via email, telephone, and in person to PPS schools and families seeking assistance in solving issues with wide-ranging consequences, such as transportation and safety.
- Manage and facilitate updates to the PPS Supplemental Transportation Plan (STPU), in coordination with the PPS Transportation Department, the PPS Geographic Information Systems (GIS) team, PBOT, and other community stakeholders.
- Coordinate stakeholders internal and external to PPS regarding SRTS-related infrastructure projects.
- Demonstrate a commitment to the Portland Public Schools Racial Equity and Social Justice Commitment by developing a thorough knowledge and application of the district Racial Educational Equity Policy, the PPS RESJ Framework and Plan, and the PPS RESJ Partnerships Investment Strategy and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to educational practices with awareness and understanding of their impact in a racially and culturally diverse community.
- Perform related duties as assigned.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree in planning, education, community development, public affairs or related field and two (2) years of professional experience working with community groups and governments, managing small-to-medium scale programs which included program development, operational analysis, development of procedures and standards, and ensuring programs are inclusive of diverse, culturally specific or underserved communities.

Demonstrated interest and/or experience with active transportation is preferred. Ability to speak Spanish, Mandarin Chinese, Vietnamese or Russian is preferred.

Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

### **KNOWLEDGE AND ABILITIES**

*Knowledge of:*

- Safe Routes to School programs, school systems, or educational systems.
- Public speaking and presentations.
- Experience in developing and maintaining effective working relationships with multiple stakeholders to facilitate partnerships.
- Experience in leading standing committees or other working groups.
- Skill in time management, organization and problem-solving.

- School district rules, regulations, policies, procedures, organization and organizational relationships.
- Multicultural, multi-ethnic communities within the local community.
- Financial and budget tracking.
- Effective oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Techniques and principles of high-quality customer service.

*Ability to:*

- Follow, implement and/or develop program policies, procedures, timelines, deadlines, goals and performance metrics.
- Liaise between administrative and technical staff, contractors, consultants and the public to provide and gather information and data.
- Work independently with minimal supervision.
- Use a variety of computer software applications, especially web browsers, MS Word, Excel, and PowerPoint.
- Analyze processes and problems, identify opportunities for improvement and follow through on changes.
- Conduct or develop a variety of program and project work flow and process analyses, develop and implement effective streamlining methodologies.
- Work collaboratively or lead a variety of departmental, cross-agency, and cross-functional teams.
- Work independently with little direction.
- Formulate and express ideas and concepts in a clear and concise manner, verbally and in writing, with special awareness and sensitivity to the needs of a richly diverse population.
- Use logic when reviewing, analyzing and developing program, project and business processes.

*Special Requirements:*

Work hours may include on- and off-campus evening and weekend activities and meetings and district, school and student functions.

Some positions in this classification may require the use of a personal automobile and possession of a valid Class C Oregon driver's license.

**WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.*

**Work Environment:** Work is performed primarily in a standard office environment with extensive student, parent and public contact and frequent interruptions.

**Hazards:** Potential conflict situations.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

**Remote Work Eligibility:** This position is eligible for hybrid remote work.

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*FLSA: Exempt*

*Bargaining Unit: N/A*

*Work Year: 260*

*Salary Grade: 25 (Business Operations Analyst I classification)*

*Approval Date: September 13, 2022*

*Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service (Board of Education Policy 1.80.020-P).*