



**Independent School District #88  
New Ulm Public Schools**

*Home of the Eagles*

## **JOB POSTING FOR SAFE ROUTES TO SCHOOL COORDINATOR**

*Applications accepted until September 12, 2022*

### **POSITION**

***Safe Routes to School Coordinator***

### **JOB DESCRIPTION**

The Safe Routes to School Coordinator works with school district officials, community members, and the Minnesota Safe Routes to School network to encourage safe environments for students to walk and bicycle to school. This position requires an individual with excellent communication, organization, partnership building skills, and determination to make the city a safer place to bike and walk for students and adults alike. This position reports to the School District and Minnesota Safe Routes to School Coordinator. Training and support for the position is provided by the Minnesota Department of Transportation's Safe Routes to School Program.

### **ESSENTIAL FUNCTIONS**

- Coordinates and leads Safe Routes to School programs and committees; coordinates projects as assigned that result in increased participation in active and safe transportation for all students in the school district
- Works collaboratively with administrators, school site staff, parents, students, and community partners to identify and develop systems, strategies, and resources that promote active transportation, and especially participation in walking or biking to school
- Creates materials designed to encourage students to participate in events at schools within the district, such as Walk to School and Bike to School Day
- Create newsletters, flyers, brochures, web pages, presentations, and press releases that connect community and internal staff with opportunities to engage in Safe Routes to School
- Plan, coordinate, and lead community events to encourage walking and bicycling including workshops, trainings, presentations, meetings, block parties, school events, festivals etc.
- Coordinates with local transportation professionals on needed infrastructure to make walking and bicycling safer around schools in the district
- Identifies potential funding or encouragement opportunities to make walking and bicycling to school safer, easier, and more desirable
- Oversees community school patrol programs to support safe routes to school
- Participates in training and skill building activities with other Minnesota Safe Routes to School District Coordinators
- Works with school administrators to establish safe routes to school teams within the district to support programming

### **QUALIFICATIONS**

- Graduation from an accredited college or university with a bachelor's degree in public health, planning, communications, sustainability, environmental science, or other related field. One (1) year of demonstrated experience coordinating or overseeing programs related to community engagement, outreach and/or education.
- Experience in the public sector and/or working with School Districts is highly desirable.

### **PREFERRED QUALIFICATIONS**

- Knowledge of the Safe Routes to School Program
- Experience implementing public outreach and engagement activities
- Experience working with diverse communities from various cultural and linguistic backgrounds
- Experience in event planning and execution
- Experience maintaining a database and authoring progress reports
- Experience teaching bicycle and pedestrian safety curriculum, or experience presenting on the benefits of walking, bicycling, and/or increased physical activity
- Established networks with key stakeholders in the district, potentially including public health agencies, local law enforcement, local government staff/officials
- Experience organizing a newsletter or other routine communication devices
- Strong written and oral communication skills

### **DAYS/HOURS**

Position will have flexible day and evening hours and will be dependent upon activities and meetings. The position will be 25 hours week from August through May and 120 total hours during June and July.

### **SALARY/BENEFITS**

Hourly pay range is \$20.00 - \$22.00/hr. for the first year or as agreed upon, based on experience

### **START DATE**

Immediate

### **APPLICATION DEADLINE**

Applications will be accepted until September 12, 2022 and will be reviewed upon receipt.

### **APPLICATION PROCEDURE**

To apply as an **INTERNAL** applicant:

1. Go to the school website at [www.newulm.k12.mn.us](http://www.newulm.k12.mn.us)
2. Click on District box at top of the page
3. Click on the Employment tab on the right-hand side
4. Under "Internal Applicants", click on Submit an internal app./transfer form
5. Complete the page with your information, click next and submit.

To apply as an **EXTERNAL** applicant:

1. Go to the school website at [www.newulm.k12.mn.us](http://www.newulm.k12.mn.us)
2. Click on District box at top of the page
3. Click on the Employment tab on the right-hand side
4. Complete the page with your information, click next and submit.

### **QUESTIONS**

Please contact Todd Toulouse, Assistant Principal, New Ulm Middle School @ 507-233-6107 or [ttoulouse@newulm.k12.mn.us](mailto:ttoulouse@newulm.k12.mn.us)

*The school district shall require that applicants for school district positions, who receive an offer of employment, submit to a criminal history background check at an expense to the applicant. All final offers of employment are contingent upon background check results.*

*The employer reserves the right to make assignments of employees to particular buildings. New Ulm ISD is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, and disability or veteran status.*

*New Ulm Public Schools is a regional center of educational excellence. Our schools and staff provide challenging and engaging academic programs for all students. Student success in academics, fine arts and athletics are reasons students and families come to New Ulm.*

*We are redefining education in New Ulm. We offer an early learning center for preschool and kindergarten students, including a community education center. This center includes many outdoor and indoor active learning spaces. Jefferson Elementary provides programming for grades 1-4, focusing on small group instruction, responsive classroom, STEM*

*opportunities and core curriculum. We offer a middle school structure and environment for grades 5-8, focused on advisory, exploratory and experiential learning opportunities. Our new high school building is for grades 9-12, offering college, vocational and work ready courses. We have many opportunities for fine arts and athletics for all students.*

**For more information on New Ulm Public Schools and the city of New Ulm, please visit the following resources:**

New Ulm Public Schools: [www.newulm.k12.mn.us](http://www.newulm.k12.mn.us)

City of New Ulm: <http://www.ci.new-ulm.mn.us>

New Ulm Chamber of Commerce: <http://www.newulm.com/>

Careers in New Ulm video: <https://www.youtube.com/watch?v=t32wGisMkWI>