



Anne E. Campbell · County Superintendent of Schools

Date August 16, 2017

To: Anne E. Campbell
County Superintendent of Schools

From: Nancy Magee, Associate Superintendent
Student Services Division

Subject: **Authorization of Duties and Responsibilities for One (1) New Classified Manager Position**

Board action is requested to authorize the duties and responsibilities of one new classified Management position that will provide technical assistance for schools in communities of concern that exist outside the boundaries of the county's health care districts. Encourage and support community and parent volunteer engagement workshops to ensure program sustainability. Develop a toolkit to embed Safe Routes to School curriculum into existing school health, wellness, or physical education programs. Convene a Safe Routes to School task force to guide development of the project, conduct a pilot program to test the curriculum and toolkit, and evaluate the pilot project results and revise materials for use in a county-wide program.

Duties to be assigned to the position are as follows:

- Convene and coordinate a task force, hold bi-monthly meetings to guide the development of materials, monitor progress of county-wide implementation, and oversee technical assistance activities at schools serving communities of concern
- Research existing Safe Routes to School curricula, materials, and activities to develop and implement a Safe Routes to School for Health and Wellness Toolkit. Present draft curriculum for review. Incorporate recommendations and evaluations to update and revise curriculum and toolkit for use in county-wide implementation
- Assist schools to implement pre-pilot evaluation and monitor and assess implementation of curriculum and toolkit at pilot schools. Analyze data, both before and after pilot program to create analysis report
- Develop and conduct curriculum training workshops for school coordinators to implement the pilot program. Conduct technical assistance at schools and work with consultants to assist staff and volunteers on-site to implement and build the pilot program
- Meet regularly with County staff to ensure compliance with grant requirements, completion of invoicing, documentation, and record-keeping, and supervise Administrative Assistant on proper preparation of documentation

- Develop criteria for selection of schools serving communities of concern located outside of health care districts to receive hands-on technical assistance in implementation of curriculum and toolkits. Design and conduct trainings and workshops for staff and volunteers of selected schools and evaluate implementation of the final curriculum and toolkits
- Research and prepare materials to create a Parent and Community Empowerment Toolkit and conduct engagement workshops to teach parents and the community to embrace active forms of transportation
- Work with community volunteers and schools to develop school cultures that support safe and healthy school travel. Develop and implement a Safe Routes to School for Health and Wellness Toolkit
- 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

Approved and Recommended to the Board:

for 
Anne E. Campbell, County Superintendent of Schools