

Job Opening Announcement & Job Description



Bicycle Education Regional Coordinator

Supervisor: Executive Director of Technology

Division: Educational Services

Location/Assignment: North Central ESD

Salary Range: \$53,680.00 - \$63,809.00 (level 1)
\$59,120.00 - \$70,275.00 (level 2)

Salary based on 260-day position, Salary range dependent upon experience and expertise.

Benefits:

Insurance benefits - Through the [HCA SEBB](#) program, includes medical, dental, vision, life, & LTD (if hired for more than 79 days)

Retirement - Through [Department of Retirement](#) (DRS)

Vacation - accrued at 8 hours per month

Sick leave - accrued at 8 hours per month

Personal leave - 2 days per year

[Additional Benefit Information](#)

Conditions of work:

- 260 days per year
- 8 hours per day
- Non-exempt position

General Description:

North Central ESD has partnered with Cascade Bicycle Club (CBC), the Washington State Department of Transportation (WSDOT), and the Association of Educational Service Districts (AESD) to deliver the Statewide School-Based Bicycle Education Program to Washington's small school districts. This position will serve as the region's contact for all schools and is responsible for implementing all aspects of the program. The role will provide administrative support, in-class aid, trailer transportation, and bicycle maintenance. This person will work closely with a statewide project team and is tasked with adhering to timelines and deliverables that support the program's expansion to 90% of eligible students by 2039.

Qualifications:

Required:

- 2+ years of experience in bicycle maintenance with the ability to assemble, diagnose, & repair.
- AA Degree or equivalent work experience in education, administrative support, bicycle fleet management, bicycle repair, or related fields.
- Prior experience or willingness to tow cargo trailers and/or drive delivery trucks.
- Word processing knowledge and ability to write reports under tight time constraints.
- Knowledge of spreadsheet software and ability to track and document financial activities.
- Valid WA Driver's License or ability to obtain one within 30 days.
- Ability to understand program structures and train Physical Education teachers.
- Proven ability to be highly organized, detail-oriented, and document processes.
- Ability to develop and maintain positive relationships, foster trust with colleagues, and collaborate.
- Ability to work with a project manager to scale the Bicycle Education Program regionally.
- Demonstrated experience in being flexible in a fast-paced environment within an evolving program.
- Ability to develop and maintain positive relationships, foster trust with colleagues, and collaborate across diverse audiences.
- High emotional intelligence, honesty, self-awareness, empathy, and optimism.

Preferred:

- Recent experience teaching and/or facilitating physical education programs, especially bicycle education.
- Prior experience with training teachers or teams.
- Strong interest or passion for bicycles as a method of transportation, exercise, or recreation.
- Familiarity with industrial warehouse equipment and operations.

Physical Demands

- Ability to lift 50 lbs. in the form of moving bicycles, tools, and supporting equipment.

- Ability to connect and disconnect cargo trailers from tow vehicles.
- The workload for this position requires a mix of 60% office work and 40% travel to school districts or ESDs.
- Occasional statewide travel required. Some overnight travel may be required.
- Extended or flexible hours as necessary, some weekend/evening work may be required.

Timeline:

Position opens: June 23, 2025

Position closes: July 7, 2025

Screening & Interviews: as soon as possible

Position begins as soon as possible

Note: Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check.

NCESD is an Equal Opportunity Employer

Responsibilities:

- **Administrative Support**
 - Contact for all communications with PE teachers in participating schools.
 - Recruit new schools to participate.
 - Assist with tracking spending, budget, and completing quarterly financial reports in close coordination with the ESD's fiscal department.
 - Assist with completing quarterly written progress reports.
 - Attend regular meetings with Cascade Bicycle Club and the AESD project teams.
- **Classroom Support**
 - Travel to schools to help run the Let's Go Bicycle Education Program during PE.
 - Support PE teachers during class, for grades 3-8.
 - Help ensure adequate student-to-teacher ratios.
 - Assist teachers with implementing the existing bike ed curriculum.
 - Provide and gather feedback to adapt the program to the needs of individual schools.
 - Attend training(s) hosted by Cascade Bicycle Club to become a Let's Go Bicycle Education Program trainer.
 - Support regional training for PE teachers in the region.
- **Operations**
 - Transport bike trailers to and from schools.
 - Ensure bicycles are brought into shops for service or maintained internally.
 - Maintain and replace classroom materials.
 - Ensure trailers are brought in for scheduled maintenance and repairs.
 - Schedule schools and equipment deliveries.

Professional Growth and Responsibilities:

- Meets or exceeds performance expectations in the following areas:
 - Competence
 - Quality & Quantity of Work
 - Attitude
 - Flexibility, Innovation & Initiative
 - Cooperation with Supervisor/Director & Peers
 - Demonstrates & Supports Agency Values
- Supports, implements, and abides by the NCESD and partnering agencies' policies, regulations, procedures, and administrative directives; demonstrates loyalty to the NCESD and other administrators.
- Submits records, reports, and assignments promptly and efficiently.
- Deals with obstacles and constraints positively.
- Demonstrates ability to adjust to and use new approaches in the performance of her/his duties.
- Seeks and takes advantage of opportunities for professional growth.
- Maintains dress and appearance appropriate to a professional setting or mission-of-the-day.
- Assists with other responsibilities as assigned by the Executive Director of Technology, Deputy Superintendent, or the Superintendent.
- A new employee is subject to a 180-day probationary period and must be evaluated prior to its end. If work is found to be unsatisfactory, the employee is subject to termination.

Application Procedure:

North Central ESD is accepting applications for this position online only. To access our online application, please click the link below.

All completed packets must be submitted online and include:

- Updated Resume
- Cover Letter
- Washington State Sexual Misconduct Disclosure Release

[Click here to apply](#)