

## **Summer Learning Program and Extended School Year (ESY) - Site Coordinator - Transportation (Internal Candidates Only)**

Applications are now being accepted for the Transportation Summer School Site Coordinator I position. Interested candidates should submit an online application by 4:00 pm on February 9, 2024. To access an application, please visit [www.hcps.org](http://www.hcps.org) and click on Employment Opportunities (yellow sun icon). Click Apply Online Now. In the search box, type "Site Coordinator." Click on the position(s) in which you are interested and apply as instructed.

The Summer Learning Program and Extended School Year Site Coordinator will serve as the Transportation contact between **June 3, 2024 and July 15, 2024**. Only one Site Coordinator for Transportation will be hired.

The Summer Program Transportation Site Coordinator is expected to complete the following duties beyond the regular duty day:

- Attend all meetings or professional development associated with all ESY and Summer Programs;
- Serve as the liaison between the schools and the transportation office for summer and ESY programming;
- Identify students and compile bus assignment data for the identified program with assistance from Central Office and school locations;
- Compile and ensure accuracy of the information from the registration information supplied by the school site locations;
- Manage the bus assignment data and coordinate with the school site locations file;
- Coordinate transportation services and adhere to timelines;
- Determine appropriate bus stop locations in coordination with Transportation staff;
- Make any necessary phone calls in coordination with the school for discipline issues and bus referrals;
- Arrange for any necessary substitution of bus runs during the summer program;
- Coordinate the updated information for the community stakeholders for delays and changes in schedules;
- Coordinate required Transportation Request forms for Special Services in collaboration with the Transportation Office;
- Serve as the contact person for questions regarding the summer and ESY school programs;
- Create and coordinate orientation materials for distribution to assigned bus staff and contractors;
- Support communication between the Transportation administration, summer school administrators in charge, and summer school and ESY staff members;
- Arrive at Transportation Office at 6:30 AM and depart no earlier than 3:00 pm.

Contact Cathy Bendis, Director of Transportation at [Cathy.Bendis@hcps.org](mailto:Cathy.Bendis@hcps.org) for additional information.