



## Human Resources Office

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www.hcps.org

### VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

**September 18, 2024**
















HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

### DIRECTOR OF TRANSPORTATION

To lead, administer, and develop a student transportation program that complies with all federal, state, and local laws, rules, regulations, and policies; meets all of the requirements of the daily instructional program, and co-curricular and extra curricular activities.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE

*These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.*










-  Serves as a member of the HCPS Senior Staff.
-  Administers and supervises the activities of the Transportation Department.
-  Develops, administers and supervises a transportation program to meet all the requirements of the daily instructional program, special education program, and extracurricular activities. Directs the safe transportation of students in accordance with all applicable federal, state, and local laws and regulations.
-  Coordinates the activities of the Transportation Department with those of other departments.
-  Confers and works with the Human Resources Department to ensure compliance with Board of Education, federal, state, and county policies, laws, and regulations pertaining to personnel matters.
-  Confers and works with the Business Services Department to ensure compliance with all federal, state and local laws, regulations, policies, and procedures related to the financial management of the Transportation Department.
-  Develops, prepares, and administers the annual operating and capital budget for student transportation services, and vehicle and equipment maintenance. Analyzes and reviews budgetary and financial data; monitors and authorizes expenditures in accordance with established guidelines.
-  Employs, trains, and supervises administrative and supporting services employees within the department.
-  Assists in the development and administration of policies and procedures relative to student transportation.
-  Provides in-service training programs and professional development activities.
-  Develops and employs, as necessary, new techniques and innovative methods of performing assigned duties.
-  Provides advice and information to the Superintendent and the Leadership Team.
-  Establishes and maintains internal and external communications to keep appropriate personnel informed.
-  Investigates and resolves requests and complaints from stakeholders by explaining and applying appropriate transportation policies and procedures.
-  Supervises the routing of all public school buses.

- Supervises the selection, approval, and training of all public school bus drivers and attendants.
- Supervises the mechanical inspection of all public school buses.
- Supervises the maintenance of all vehicles owned by the Board of Education.
- Recommends directly to the Chief of Administration the closing or delayed opening of schools as a result of inclement weather and other causes of hazardous driving conditions for buses.
- Participates in Individualized Education Program (IEP) and 504 team meetings as needed.
- Maintains a working knowledge and understanding of the negotiated agreements for bargaining units relating to staff with the Transportation Department.
- Serves as the transportation liaison to County and State governmental agencies, and other departments and personnel with the school system.
- Administers the technical aspects of the field trip operation.
- Writes and revises specifications for school buses and other school system vehicles.
- Processes claims for the automotive insurance program throughout the year.
- Serves on committees to evaluate prospective bus contractors and makes recommendations to the Superintendent of Schools for Board of Education action.
- Develops and administers standard practices and efficiencies required to award, transfer, suspend and/or terminate bus contracts for student transportation.
- Prepares extensive informational reports as required for submission to the Maryland State Department of Education, and to all regulatory agencies as appropriate.
- Prepares and submits statistical reports to the Superintendent of Schools.
- Participates in various state, local, and county committees related to student transportation.
- Assists in recommending, establishing, and revising public school attendance area boundaries and maintains maps for all attendance areas for the public school system. Evaluates subdivision data and other large scale development data presented by the Development Advisory Committee (DAC) of Harford County as necessary to determine its impact to HCPS school attendance areas.
- Utilizes various computer applications including, but not limited to computer-assisted routing, Geographical Information Systems (G.I.S.), school attendance boundaries, inventory control, payroll, and attendance.
- Performs other work-related duties as assigned.

## SALARY

- This is a twelve-month position with twenty (20) days of annual leave. Salary range based on Grade K of the FY 2024-2025 APSASHC Executive Salary Schedule for Administrative and Supervisory Personnel – 12 Month Employees. Starting Salary: \$179,986– Maximum Earnings Potential \$205,794.
- HCPS offers an expansive benefits package including medical, vision, dental, life insurance, retirement savings, pension, paid time off, and more.
- For a complete list of benefits, please visit the Employment Benefits section of the Human Resources webpage:  
<https://www.hcps.org/departments/HumanResources/Default.aspx>
- For more information on holidays and paid time off, please refer to the Holidays and Leave Provisions sections of the Association of Public School Administrators and Supervisors of Harford County (APSASHC) Negotiated Agreement:  
<https://www.hcps.org/boe/collectivebargaining.aspx>
- FLSA: Exempt

## TRAINING AND EXPERIENCE REQUIRED

-  Master's degree from an accredited college or university with an emphasis in administration and supervision OR an equivalent combination of education and experience which provides the required knowledge, skills and abilities deemed sufficient to prepare the applicant to successfully perform the duties of the position.
-  Five years of successful administrative and supervisory experience.
-  Five years of successful experience in transportation services within private industry or the public sector is preferred.
-  Knowledge of state and federal rules and regulations in regard to school system transportation operations.
-  Hold a valid driver's license.
-  Ability to obtain a Commercial Driver's License with School Bus Endorsement.
-  Exemplary analytical, and written and oral communication skills.
-  Proficient in a variety of technology systems and applications, including, but not limited to, Microsoft Office Suite, transportation routing software, GIS, and bus camera systems.
-  Outstanding organizational skills and interpersonal skills, including, but not limited to, the ability to interact successfully with diverse stakeholders.

## HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at [www.hcps.org](http://www.hcps.org). If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

## DEADLINE

Online employment applications will be accepted for this vacancy until the position is filled. Candidates who apply by 11:59 p.m. on Friday, September 27, 2024 will receive immediate consideration.

*The Board of Education of Harford County is committed to providing an inclusive and welcoming environment for all employees and applicants. We adhere to the principles of equal opportunity in all aspects of employment and do not discriminate on the basis of race, color, national origin, sex (including pregnancy and related conditions, sexual orientation, and gender identity), religion, disability, age, genetic information, or any other characteristic protected by applicable federal, state, or local laws.*

*In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, the Board of Education of Harford County prohibits discrimination based on sex, race, color, national origin, religion, or any other protected characteristic in any program or activity it operates. The Board of Education of Harford County encourages applications from all qualified individuals.*

*Inquiries or concerns about your rights related to Title IX can be directed to our Title IX Coordinator, Dr. Eric Davis, at 102 South Hickory Ave, Bel Air, MD 21014, 410-588-5202, or [TitleIX@hcps.org](mailto:TitleIX@hcps.org). Inquiries related to your rights under Title VI or Title VII can be directed to our Coordinator of Investigations, Ms. Renee McGlothlin, at 410-809-6087 or [Renee.McGlothlin@hcps.org](mailto:Renee.McGlothlin@hcps.org). Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](http://NON-DISCRIMINATION POLICY: (hcps.org)) and found on the HCPS website under Board of Education Policies and Procedures. Harford County Public Schools' non-discrimination statement can be accessed here: [NON-DISCRIMINATION STATEMENT: \(hcps.org\)](http://NON-DISCRIMINATION STATEMENT: (hcps.org)) and found on HCPS' homepage.*

## AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE