

Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: talentmanagement@hcps.org

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

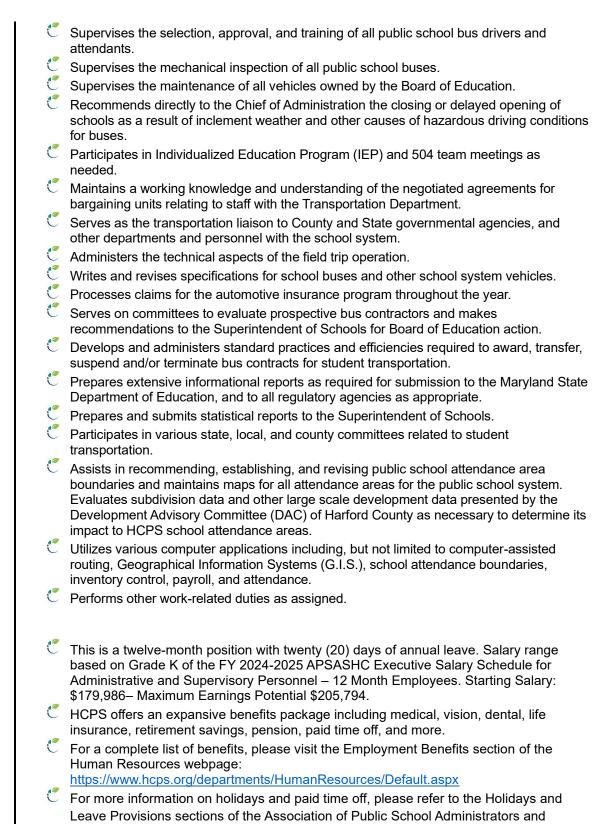
To lead, administer, and develop a student transportation program that complies with all federal, state, and local laws, rules, regulations, and policies; meets all of the requirements of the daily instructional program, and co-curricular and extra curricular activities.

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.
- ${}^{\mbox{\ensuremath{\checkmark}}}$ 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.

SALARY



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. 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 <a href="mailto:title

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE