



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

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www.hcps.org

### VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

January 16, 2025
















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.

### COMPLIANCE AND SPECIAL NEEDS TRANSPORTATION SPECIALIST Central Office – Transportation







This position, under minimal supervision by the Supervisor of Transportation or the designated administrator, is to assist in ensuring compliance for all regulatory authorities.

#### 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.*

-  Oversees and coordinates all specialized transportation to ensure compliance with all local, state, and federal requirements and laws. This includes but is not limited to special needs transportation, homeless and foster care service, magnet programs, and alternative vehicle transportation.
-  Assists in resolving concerns related to specialized transportation by investigating concerns and reviewing information in accordance with all regulations and Harford County Public Schools policies and procedures.
-  Participates in IEP meetings and 504 meetings, as needed to represent transportation and ensures compliance with all transportation procedures and practices.
-  Oversees the qualification and certification requirements for all drivers and attendants. Processes and reviews files to ensure accurate recordkeeping and reporting.
-  Provides leadership in driver and attendant training and specialized student transportation requirements at the state, federal and local level. Oversees and provides topics for the development of the in-service training requirements to ensure training is in accordance with federal, state, and local requirements and guidelines.
-  Provides assistance in development of specialized bus routes for the school year and for the extended school year to ensure compliance with all policies and procedures. Utilizes software and databases to ensure data is available for operational review and compliance.
-  Ensures both internal and external auditing reports are completed and provides data for reporting.
-  Administers the Drug and Alcohol programs for both DOT compliance as well as for non CDL holders.
-  Administers the DOT physical program and ensures compliance.
-  Manages the MVA driver flag program in cooperation with the transportation coordinator.
-  Supervises, directs, and evaluates assigned administrative support professional(s).
-  Assists in maintaining an accurate record of all student databases for transportation.
-  Provides technical advice to the department director and/or supervisors in matters related to federal, state, and local regulations, policies and procedures.
-  Stays informed on the latest requirements and regulations at the local, state, and federal level that impact transportation.
-  Performs other work-related duties as assigned.

## SALARY

-  This is a full-time twelve-month position. Salary range based on the FY 2024-2025 AHCATSP (Grade D) Salary Schedule for Non-Certificated, Technical and Supervisory Personnel. Starting Salary: \$92,921– Maximum Earnings Potential \$122,607. Those who are entering or returning to employment with Harford County Public Schools will begin on Step 1.
-  Full salary schedules can be found at the bottom of the Current Vacancies webpage <https://www.hcps.org/departments/humanresources/vacancies.aspx>
-  HCPS offers an expansive benefits package including individual and family 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 AHCATSP Negotiated Agreement: <https://www.hcps.org/boe/collectivebargaining.aspx>
-  FLSA: Exempt

## TRAINING AND EXPERIENCE REQUIRED

-  Bachelor's degree from an accredited college or university in a related field 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 related experience to include at least three years of supervisory and/or leadership experience.
-  Excellent communication and human relations skills.
-  Excellent analytical and decision-making skills.
-  Excellent technical and organizational skills with a strong attention to detail.
-  Proficient in the use of a computer and all Microsoft Office products and programs.
-  Must hold and maintain a valid class C driver's license.

## 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 successfully filled. ***Candidates who apply by Thursday, January 23, 2025, 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: \(hcps.org\)](#) 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: \(hcps.org\)](#) and found on HCPS' homepage.*

**AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE**