

Coordinator of Transportation

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

The Office of Student Transportation is recruiting for three Coordinators in the following areas:

- Planning and Technology,
- Specialized Service and Training, and
- Contracted Services.

Under the leadership of the Director, Student Transportation, these Coordinators will direct and supervise staff in their respective areas in the execution, implementation, and strategic initiatives of this office. Coordinators are responsible for directing transportation programs and services; providing information and will serve as subject matter experts to leadership, staff, parents, students, and communities. These positions will also be responsible for achieving defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines, procedures, and protocols.

ESSENTIAL POSITION RESPONSIBILITIES

- Assess incidents, complaints and/or accidents for the purpose of reaching and/or recommending a resolution. Collaborate with principals for the purpose of implementing and/or maintaining services and programs.
- Compile data from a wide variety of sources (e.g., investigating complaints, transportation budget/expenditures, payroll, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Conduct accident investigations (e.g., reviews events, prepares and submits accident reports, etc.) for the purpose of complying with legal requirements and insurance carrier procedures.
- Coordinate student transportation activities with school officials, department heads, and other interested groups or individuals for the purpose of ensuring that district transportation needs are met.
- Facilitate meetings and bus driver and bus monitor staff development, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Monitor budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participate in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepare a wide variety of materials (e.g., maps, transportation budget input, route report, state reporting, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, and/or providing supporting materials for requested actions.
- Research a variety of topics (e.g., new bus routes, bus schedules, new equipment/materials, bus policies,

Dr. Michael J. Martirano, Superintendent

etc.) for the purpose of developing new programs/services, ensuring program compliance with established requirements, securing general information and/or responding to requests.

ADDITIONAL SPECIFIC COORDINATOR RESPONSIBILITIES

Planning and Technology:

- Work with Howard County Police Department to ensure safety of bus stops in accordance with the Automated Stop Arm Enforcement Program.
- Conduct data analysis to improve efficiency and effectiveness.
- Addresses the escalation of parent and community concerns relative to bus stops and non-transportation zone.
- Evaluate school by school bell times to ensure efficiency of operation in line with budget.

Specialized Service and Training:

- Oversee the certification of bus staff both self-operated and contracted.
- Oversee an effective driver improvement program that decreases the frequency and severity of accidents.
- Ensure compliance with COMAR as it relates to driver and attendant observations.
- Maintain updated Standard Operating Procedures.

Contracted Services:

- Ensure appropriate payment of contractors for services provided.
- Oversee the communication of performance issues with transportation impacting the community.
- Oversees the annual bus inspection process.
- Work with school-based and central office administration in addressing student transportation concerns.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.

Education:

- Bachelor's degree from an accredited college or university with an emphasis in Transportation, Planning, Education, or Business Administration.

Experience:

- Five (5) years of experience in student or public transportation, school administration, or traffic safety to include:
 - Demonstrated ability to implement, administer, evaluate, modify, and improve safety training programs.

PREFERRED QUALIFICATIONS

- Master's degree from an accredited college or university in Transportation, Planning, Education, or Business Administration.
- Experience analyzing data to support and improve transportation services.

- Five (5) years of experience in special education involving school administration, student and/or public transportation, or related capacity with knowledge of the laws and regulations pertaining to services provided.
- Prior transportation experience in a PreK-12 setting or college/university.

LICENSURE

- Possession of a Maryland Class C driver's license and satisfactory driving record with 2 or less points on your record.
- A complete driving record will be requested as a condition of employment.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

EMPLOYMENT INFORMATION

This is a 12-month position in the Howard County Association of Supervisors and Administrators Non-Certificated Supervisory (HCASA-NCS) unit. The current salary range for this position is \$107,000 - \$158,844. Actual placement will be in accordance with the salary procedures of the Howard County Public School System, which considers relevant prior experience.

APPLICATION REQUIREMENTS

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

As part of the application process for this position, two writing samples will be sent to applicants upon submission and screening of the application.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.

- All supplemental materials (i.e.: resume, letter of introduction, transcripts) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval
Human Resources Business Partner
Office of Human Resources
(410) 313-6689
sandy_saval@hcpss.org

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.