

## **Area Field Specialist, Student 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**

Under the direction of an Office of Student Transportation Area Manager, the Area Field Specialist will assist in the planning, coordination, implementation, and execution of all transportation activities and school bus operations for the respective Area Manager. The Area Field Specialist will work with all department staff to monitor and resolve issues impacting the department's successful operations. This position will be responsible for collecting and analyzing data relative to the day-to-day operations respective to the area of assignment and may prepare statistical data and reports as directed by the Office of Student Transportation.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Assist in developing, implementing, and supervising programs associated with the safe, efficient, and reliable transportation of students.
- Prepare, design, and maintain public and contract school bus routes to include adjusting bus schedules that support school time changes.
- Assist in the daily operation and coordination of school bus service.
- Analyze bus routes and bus stops for safety and efficiency compliance.
- Work with school based and central office administration in addressing student transportation concerns.
- Assist in addressing parent and community concerns relative to transportation services and traffic safety.
- Assist and collaborate in areas such as preparing transportation impact studies on school redistricting, assigning areas of responsibility, performance review of bus contractors, and checking road conditions during weather events.
- Coordinate route coverage under the direction of Transportation Coordinator(s).
- Assist in audits associated with the monthly school bus contractors' invoices.
- Provide assistance in the inspection of school buses on a scheduled and unscheduled basis.
- Utilize technology to monitor and audit performance of drivers and attendants.
- Maintain continuing familiarity with the county and its growth, requiring constant review of all existing communities, new communities and new roads that affect school bus routes and non-transported areas through on-the-road observations and from information received from the planning office.
- Maintain accurate databases.
- Communicate and interact courteously and effectively with transportation staff, school officials, parents, and the community.
- Maintain and provide daily reports as required and requested.

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 in transportation, planning, business administration, education or closely related field.

### **Experience:**

- Two (2) years of experience in student or public transportation, school administration, traffic safety or a similar field.
- Experience analyzing data to support and improve transportation services.

## **PREFERRED QUALIFICATIONS**

- Five (5) years' experience in student or public transportation, school administration, traffic safety or a similar field.
- Prior transportation experience in a PreK-12 setting or college/university.

## **SPECIAL REQUIREMENTS:**

- Ability to work flexible and/or irregular hours as well as unusual and/or extended hours during inclement weather or any emergency.

## **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 per year position in the Howard County Education Association's Educational Support Professionals (HCEA-ESP) unit. The current salary range for this position is Grade 25, \$79,880 - \$126,696. Salary will be determined by actual relevant experience in conjunction with salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

## **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.

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) are 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](mailto: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.