

# ST. MARY'S COUNTY PUBLIC SCHOOLS SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

## DIRECTOR OF TRANSPORTATION I

POSITION: Director of Transportation I

REPORTS TO: Assistant Superintendent of Supporting Services

LOCATION: Division of Supporting Services

### NATURE OF WORK:

The Director of Transportation I provides leadership and support for arranging transportation for students in regular programs along with special and alternative education; assures that all bus drivers, attendants and vehicles owned by the Board of Education or contracted to St. Mary's County Public Schools comply with Local, State and Federal laws.

### ESSENTIAL FUNCTIONS:

- Knowledge of public school transportation laws;
- Knowledge of student transportation routing;
- Proficiency in Microsoft Office;
- Knowledge of routing software packages utilizing GIS technology;
- Knowledge of the public school laws and the St. Mary's County Board of Education policies and procedures affecting transportation of students;
- Excellent planning and organizational ability;
- Excellent oral and written communications and human relations skills; and
- Incumbent for this position must have strategic planning and the ability to work with community and school officials in a positive productive manner.

### DUTIES AND RESPONSIBILITIES:

- Recruits, trains, and supervises all transportation personnel, and makes recommendations on their employment;
- Evaluates personnel in accordance with the appropriate evaluation program;
- Prepares and updates bus schedules for all schools in the county;
- Works with staff in the planning office to advise on boundary changes;
- Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities;
- Coordinates with school principals and others responsible for planning special school trips;
- Conforms with all State laws and regulations regarding school transportation;
- Recommends directly to the Assistant Superintendent of Supporting Services the closing or delayed opening of schools as a result of hazardous driving conditions for buses;
- Acts as liaison with parents for complaints and concerns;
- Directs school system response to issues of traffic safety and safe access to schools with concern to school buses;
- Prepares an annual department operating budget with supporting data as is necessary for clarification to the Assistant Superintendent of Supporting Services, the Superintendent of Schools, and the Board of Education;
- Assists in the preparation of special reports;
- Provides in-service workshops specifically designed to strengthen staff competencies;
- Keeps abreast of Local, State, and National developments in order to affect changes in operations necessitated by current changes in society, business, education, etc.;
- Keeps knowledgeable regarding ongoing and new program developments. Reviews recent literature and research studies and reports. Evaluates findings and suggests changes or

- modifications to improve existing programs; and
- Performs other duties as assigned.

**QUALIFICATIONS:**

A Bachelor's degree from an accredited college or university with course work in business management, transportation or public school administration, and five years in student transportation or any combination of applicable education, training, and experience which would provide the knowledge, ability, and skills necessary to perform effectively in this position.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this EXEMPT position will be based on SMASA salary schedule for eleven and twelve-month employees – Range F.

**BARGAINING UNIT ELIGIBILITY: SMASA**