

**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:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

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
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

- Bachelor's degree, with course work in business management, transportation or public school administration
- Five (5) 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 G.

BARGAINING UNIT ELIGIBILITY: SMASA

Updated 03.2025