



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

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www.hcps.org

January 29, 2024

AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

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.

SUMMER LEARNING PROGRAM AND EXTENDED SCHOOL YEAR (ESY) – SITE COORDINATOR - TRANSPORTATION Internal Applicants Only

The Summer Learning Program and Extended School Year Site Coordinator will serve as the Transportation contact between June 3, 2024 and July 15, 2024. Site Coordinator should not schedule vacation time on the professional development days or during the summer school session. Only one Site Coordinator for Transportation will be hired.






DUTIES AND RESPONSIBILITIES INCLUDE

These items are intended only as examples of the various types of job duties to be performed. 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.

Summer School and ESY Site Coordinators are expected to complete the following duties beyond the regular duty day:

- Attend all meetings or professional development associated with all ESY and Summer Programs;
- Serve as the liaison between the schools and the transportation office for summer and ESY programming;
- Identify students and compile bus assignment data for the identified program with assistance from Central Office and school locations;
- Compile and ensure accuracy of the information from the registration information supplied by the school site locations;
- Manage the bus assignment data and coordinate with the school site locations file;
- Coordinate transportation services and adhere to timelines;
- Determine appropriate bus stop locations in coordination with Transportation staff;
- Make any necessary phone calls in coordination with the school for discipline issues and bus referrals;
- Arrange for any necessary substitution of bus runs during the summer program;
- Coordinate the updated information for the community stakeholders for delays and changes in schedules;
- Coordinate required Transportation Request forms for Special Services in collaboration with the Transportation Office;
- Serve as the contact person for questions regarding the summer and ESY school programs;
- Create and coordinate orientation materials for distribution to assigned bus staff and contractors;
- Support communication between the Transportation administration, summer school administrators in charge, and summer school and ESY staff members;
- Arrive at Transportation Office at 6:30 AM and depart no earlier than 3:00 pm.

REQUIREMENTS

-  Hold tenure.
-  Hold or be eligible for a Maryland Advanced Professional Certificate (APC).
-  Possess characteristics of an effective teacher.
-  Demonstrated leadership skills.
-  Excellent written and oral communication skills.

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. 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 **until filled, with special consideration given to candidates who apply by February 9, 2024.**

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools: Involving **students, refer to:** Ken Miller, 102 South Hickory Avenue, Bel Air, MD 21014 at [\(410\) 375-0408](tel:4103750408) or Kenneth.Miller@hcps.org; Involving **all other members of the school community, refer to:** Renee McGlothlin, 102 South Hickory Avenue, Bel Air, MD 21014 at [\(410\) 809-6087](tel:4108096087) or Renee.McGlothlin@hcps.org. Discrimination complaints may also be filed with other agencies, such as the Office of Civil Rights in the United States Department of Education. Assistant Secretary for the Office of Civil Rights: 400 Maryland Avenue, SW, Washington, D.C. 20202, 1-800-421-3481. For updated information on the Board of Education, visit www.hcps.org.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE