

**SCHOOL DISTRICT OF ALACHUA COUNTY**

**DIRECTOR -- COMMUNITY PLANNING AND STUDENT ASSIGNMENT**

**JOB DESCRIPTION**

<b>JOB CODE:</b>	810051	<b>BARGAINING UNIT ELIGIBILITY:</b>	No
<b>FLSA:</b>	Exempt	<b>PAY GRADE:</b>	05
<b>CONTRACT CODE:</b>	05	<b>SALARY SCHEDULE:</b>	Administrative

**QUALIFICATIONS:**

- (1) Bachelors degree from an approved accredited educational institution, Masters degree preferred;
- (2) Minimum of five (5) years experience in school facilities and/or community planning; and
- (3) Minimum of five (5) years experience in administration, preferred.
- (4) Multilingual, preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of Florida school laws and regulations as well as local School Board policies and procedures. Knowledge of principles and practices of comprehensive land use and school facilities planning. Experience in the design and construction of educational facilities. Familiarity with good construction procedures. Ability to develop, read, and interpret construction drawings and specifications. Ability to inspect building construction to determine compliance with plans, specifications and applicable codes. Familiarity with and responsibility for working within a budget. Familiarity with DOE State Requirements for Educational Facilities (SREF). Ability to establish and maintain effective working relationships with administrators; staff; design professionals, contractors, subcontractors, and suppliers; outside agencies; parents and students; and the general public. Knowledge of the communities to be served by the District. Decision-making ability within the framework of the position. Ability to communicate effectively both orally and in writing. Skill in planning, organizing, and presenting information and hosting conferences and training session for diverse audiences. Ability to plan and develop complex reports involving various aspects of facility planning, mapping, and assignment of students to schools throughout the District.

**REPORTS TO:**

Superintendent, Assistant -- Operations

**JOB GOAL**

To provide effective leadership in the planning and management of a comprehensive registration and assignment program for students enrolling in the public school system; and to provide comprehensive land use and school facilities planning for the public school system.

**SUPERVISES:**

Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:**

- \*(1) Oversee all planning and construction activities within the District and develop and recommend efficient and adequate facility utilization standards.

## DIRECTOR -- COMMUNITY PLANNING AND STUDENT ASSIGNMENT (Continued)

- \* (2) Review and evaluate the construction needs identified within the school district, including new schools, additions, renovations, remodeling, and relocatable classrooms.
- \* (3) Develop long-range facility plans.
- \* (4) Manage the Educational Plant Survey and coordinate advisory functions of the staff working group.
- \* (5) Develop educational specifications and facility space lists for capital projects.
- \* (6) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- \* (7) Assist in providing district-wide leadership in student assignment based on analysis of student and community trends, enrollment and capacity changes.
- \* (8) Participate in the development of new plans, policies, procedures, or guidelines to address unanticipated issues or events associated with student assignment planning and implementation.
- \* (9) Develop and monitor enrollment projections and school capacities and recommend adjustments to attendance zones as needed.
- \* (10) Coordinate implementation of school concurrency planning.
- \* (11) Maintain effective communications with other agencies and individuals and community contacts regarding land use plan.
- \* (12) Coordinate comprehensive land use and facility planning with other agencies, individuals, and community contacts.
- \* (13) Assist with evaluation of alternative sites for new schools.
- \* (14) Assist in coordinating the plans and process of the school board and the municipalities.
- \* (15) Plan and coordinate the meetings of the staff working group and the annual meeting of elected officials.
- \* (16) Coordinate planning based on consistent projections of the amount, type and distribution of population growth and student enrollment.
- \* (17) Manage the tentative Five-year Facilities Work Program.
- \* (18) Coordinate advisory functions of the staff working group for the Interlocal Agreement for Public School Facility Planning.
- \* (19) Participate on the School Planning Advisory Committee for purpose of reviewing potential sites for new schools, proposals for significant school expansions and potential closures of existing schools.
- \* (20) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- \* (21) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- \* (22) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- \* (23) Be knowledgeable of and adhere to Board Policies.
- \* (24) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- \* (25) Interact with parents, outside agencies, business and community to enhance the understanding of district facilities initiatives and priorities and to elicit support and assistance.
- \* (26) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- \* (27) Monitor district compliance with applicable codes, rules and statutes.
- \* (28) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.

## DIRECTOR -- COMMUNITY PLANNING AND STUDENT ASSIGNMENT (Continued)

- \*(29) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- \*(30) Assist in the preparation of the department budget.
- \*(31) Participate in the development of policies and procedures.
- \*(32) Attend meetings and conferences to promote professional growth and benefit the District.
- \*(33) Maintain expertise in assigned areas.
- \*(34) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- \*(35) Develop appropriate Board agenda items pertaining to areas of responsibility.
- \*(36) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- \*(37) Respond to inquiries and concerns in a timely manner.
- \*(38) Model and maintain high ethical standards.
- \*(39) Plan, implement and evaluate staff development activities of assigned personnel.
- \*(40) Adhere to applicable safety standards.
- \*(41) Follow attendance, punctuality and proper dress rules.
- \*(42) Maintain confidentiality regarding school/workplace matters.
- \*(43) Serve on district, state or community councils or committees as assigned or appropriate.
- (44) Perform other duties as assigned.

*\*Essential Performance Responsibilities*

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### **Job Description Addendum No. 10**

Adopted: 7/20/10

Revised: 4/19/16

Superintendent Revised: 4/17/17