



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Coordinator, Facility Planning & Educational Programming
JOB CODE: S-031
CLASSIFICATION: Exempt
PAY GRADE: 27
BARGAINING UNIT: BTU-TSP
REPORTS TO: Director, Pre-Construction
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Manage the development of generic and site-specific educational specifications. Conduct the development and maintenance of the Five-Year Educational Plant Survey, verify and ensure compliance with all related laws, rules and policies. Ensure alignment of the adopted Five-Year District Educational Facilities Plan and the Educational Plant Survey. Actively participate in Design Review Committee meetings.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Coordinator, Facility Planning & Educational Programming shall carry out the performance responsibilities listed below.

- Generate site specific educational specifications for all major capital projects.
- Maintain generic educational specifications as the county standards.
- Verify furniture, fixture, and equipment requirements with Furniture and Equipment Coordinator.
- Participate in Design Review Committee meetings to ensure compliance with the project educational and technology specifications.
- Manage the needs assessment and related Florida Inventory of School Houses (FISH) databases used in the development of the annual Five-Year Educational Facilities Plan (DEFP) and the Educational Plant survey.
- Participate in the project scope development process and ensure coordination with the assigned project manager(s) prior the start of a project.
- Conduct post-occupancy evaluations of new and existing school projects.
- Provide space planning support for curriculum, District and school based staff.
- Coordinate development and maintenance of the Five-Year Educational Plant Survey, and the provision of information and online recommendations into the Florida Department of Education database.
- Ensure alignment of the annually adopted Five-Year District Educational Facilities Plan with the Educational Plant Survey.
- Coordinate relocatable moves between the area offices and coordinate the impact of such moves on FISH with the District's FISH Specialist.
- Assure compliance with State requirements to ensure that the FISH database is in alignment with the Educational Plant Survey.
- As directed, develop and submit spot surveys on an as needed basis.
- Ensure cross-functional coordination and the provision of facility information regarding but not limited to capital budget, growth management, class size reduction, physical plant operations, school boundaries and outside agencies pertinent needs, and attend meetings as needed.
- Assist in coordinating the development of a recommended capital projects list with Facilities, Construction Management, Physical Plant Operations, Educational Technology Services and Safety Department.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- Minimum of seven (7) years of experience and/or training in the field related to the title of the position.
- OR
- An earned master's degree from an accredited institution.
- Minimum of five (5) years of experience and/or training in the field related to the title of the position.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Preferred degree major in urban planning, education, educational facilities planning or related field.
- Bilingual skills preferred.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Frequent interaction with representatives of governmental agencies, schools, and District administrators and staff to ensure proper housing for educational programs and services for Broward County Public Schools.

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 District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board policy.

Board Approved: 9/11/2001

Adopted: 10/16/2001

Board Adopted: 12/16/03

Board Approved Revision: 01/25/11

Board Adopted: 06/21/11

Alignment Change: 5/13/25

2025-2026 Organizational Chart