SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>TITLE: Manager, Instructional Facilities Planning</th>
<th>REPORTS TO: Operations Support Officer</th>
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<tbody>
<tr>
<td>DEPARTMENT: Instructional Facilities Planning</td>
<td>CLASSIFICATION: Classified Management</td>
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<tr>
<td>FLSA: Exempt</td>
<td>SALARY GRADE: 030</td>
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<td>ISSUED: September 4, 2018</td>
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**BASIC FUNCTION:**

Plan, organize, and manage enrollment forecasting and planning for District instructional facilities requirements; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

Plan, organize, and manage enrollment forecasting and planning to meet District instructional facilities requirements. E

Review, analyze, and report information related to education code and legislation, including Proposition 39, the School Facilities Local Vote Act of 2000, to assure District compatibility with laws and procedures concerning the Instructional Facilities Planning Department. E

Plan, organize, and implement policy relative to facilities standards based on educational objectives and enrollment requirements; collaborate in the preparation and implementation of the District’s long-range instructional facilities master plan. E

Participate in the preparation of short- and long-range enrollment forecasts; coordinate the annual allocation of instructional facilities to assure appropriate accommodation for students and staff at District schools based on projected enrollment figures and program requirements. E

Lead the production of Geographic Information System based maps and data. E

Provide technical expertise, information, and assistance to the Operations Support Officer; assist in implementing District planning processes, policies and procedures. E

Collaborate with the Instructional Facilities Management Department in the development of educational specifications for school facilities and in the functional assessment of school facilities. E

Lead cooperative efforts between the Instructional Facilities Management Department, other divisions, and community stakeholders regarding school facilities requirements and the planning of new school housing; collaborate with the Instructional Facilities Management Department in the site selection process for new schools. E

Direct the preparation of enrollment data to support the District participation in the State School Facility Program. E

Develop and make presentations to the Board of Education, administrators, and community groups. E
Collaborate with other District administrators and personnel, and with community entities to coordinate activities and programs, resolve issues and conflicts and exchange information.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Supervise, train, and evaluate the performance of assigned staff.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to master’s degree in public administration, school facilities or urban planning or a related field and five years of progressively responsible experience, preferably including experience in enrollment forecasting and planning for school facilities.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver’s license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Organizational development principles and practices.
- Enrollment forecasting methodologies, student generation analysis, and attendance boundary scenario analysis.
- Geographic Information Systems (GIS) and related computer software.
- Modern theories, techniques and methods of planning for and utilization of school facilities.
- Components and development of a long-range facilities master plan.
- Community involvement processes.
- Budget preparation and control.
- Oral and written English communication skills.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Data management, analysis and presentation using modern computer applications.
- Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

- Plan, organize, and administer assigned functions.
- Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.
- Organize and prepare enrollment forecasting methodologies and planning for district school facilities.
- Analyze situations accurately and adopt an effective course of action.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Supervise, train, and evaluate the performance of assigned staff.
- Communicate effectively with the Board of Education, district staff, community and governmental agencies both orally and in writing.
- Review relevant existing and pending legislation and regulations and make appropriate recommendations.
- Maintain a variety of reports and files related to assigned functions.
Prepare comprehensive narrative and statistical reports.
Effectively utilize software applications in the performance of duties.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL ABILITIES:
Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports.

DISTINGUISHING CHARACTERISTICS:

The job class of Manager, Instructional Facilities Planning is specifically assigned to the Instructional Facilities Planning Department.

Job Code 1628
RL