

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Director, Instructional Facilities Planning	REPORTS TO:	Chief Logistics Officer
DEPARTMENT:	Instructional Facilities Planning	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	034
REVISED:	November 30, 2005		

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

Plan, organize, control and direct enrollment forecasting and planning to meet District instructional facilities requirements. **E**

Develop 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**

Direct the preparation of short- and long-range enrollment forecasts; direct 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; direct the planning and implementation of boundary and grade level adjustments to meet enrollment and program needs. **E**

Plan, control and direct the district boundary desk and the web-based boundary look-up application; direct the production of Geographic Information System based maps and data **E**

Assist the Chief Logistics Officer in developing and implementing District planning processes, policies and procedures to meet district objectives. **E**

Collaborate with the 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 Office of the Chief Logistics Officer, other divisions, and community stakeholders regarding school facilities requirements and the planning of new school housing; collaborate with the 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**

Direct the preparation and maintenance of detailed records of department functions and activities; maintain records related to District demographics, feeder patterns, boundary maps and related records; maintain data on use and allocation of district classrooms. **E**

Direct the development of studies and reports that provide comprehensive planning information to advisory committees and community groups. **E**

Attend and conduct a variety of meetings as assigned; establish and maintain relations with local, state, and federal entities to remain current on programs and issues that affect the Instructional Facilities Planning Department. **E**

Collaborate with other District administrators and personnel, and with community entities to coordinate activities and programs, resolve issues and conflicts and exchange information. **E**

Review appropriate education code and legislation to assure District compatibility with laws and procedures concerning the Instructional Facilities Planning Department. **E**

Train and evaluate the performance of assigned staff; provide for continuing departmental staff training programs in collaborative planning activities, analyses and related functions; develop work schedules; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**

Provide technical expertise, information and assistance to the Chief Logistics Officer regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Chief Logistics Officer and the School Improvement Officers of developing trends or problems and recommend appropriate action. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; develop and present reports to the Board of Education **E**

Develop and control the department budget. **E**

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

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 seven years of progressively responsible experience, preferably including experience in enrollment forecasting and planning for school facilities; progressive supervisory experience required.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Organizational development principles and practices.
- Developing, organizing and directing enrollment forecasting methodologies and planning for District school facilities.
- 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.
- Enrollment forecasting and geographic information systems.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal and leadership skills using tact, patience and courtesy.
- Data management, analysis and presentation using modern computer applications.

ABILITY TO:

- Provide leadership and direction in assigned functions.
- Develop, organize and direct enrollment forecasting methodologies and planning for district school facilities.
- Provide leadership within and outside of the district to initiate, facilitate and negotiate complex inter-departmental and community-based planning processes.

Analyze situations accurately and adopt an effective course of action.
Develop, interpret, apply and explain rules, regulations, policies and procedures.
Direct the development of annual facilities requirements and collaborate in the development of the long-range facilities master plan.
Direct the maintenance of department records, reports, and files.
Lead, 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.
Develop and monitor the department budget.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.
Direct the production of comprehensive narrative and statistical reports.

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.

Job Code 1286

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