

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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|--------------------|-------------------|------------------------|---------------------|
| TITLE: | Planner Assistant | REPORTS TO: | Assigned Supervisor |
| DEPARTMENT: | Planning | CLASSIFICATION: | Classified |
| FLSA: | Non-Exempt | SALARY GRADE: | 048 OTBS |
| REVISED: | February 5, 2003 | | |

BASIC FUNCTION:

Assist the Planning Director in conducting and developing short and long-range planning and policy analyses.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Provide support to district schools and departments for planning activities. **E**

Analyze local, state, and federal policies and legislation to identify impact and budget implications to district programs and organization. **E**

Perform or coordinate the conduct of impact studies related to proposed actions or programs that require approval by the Board of Education, Superintendent, or Superintendent's Cabinet. **E**

Assist other divisions, departments, and units by developing, implementing, and facilitating planning models and processes. **E**

Assist the Superintendent and Cabinet in planning and developing policy recommendations for presentation to the Board of Education. **E**

Serve as liaison with public agencies, private organizations, and all levels of district staff. **E**

Attend meetings and conferences and serves on committees as directed. **E**

Develop staffing and budget estimates for planned projects. **E**

Prepare written and oral reports for Board of Education and district staff. **E**

Lead and direct the work of assigned staff. **E**

May assist in the development of alternate pupil attendance designs to achieve cost effectiveness, improved instruction, and ethnic balance.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with a degree in education, urban planning, or other appropriate field, and one year of recent, related experience.

LICENSES AND OTHER REQUIREMENTS:

None

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Research and evaluation methods, policy analysis, and educational planning theory.

Principles and practices of urban and regional planning.

Technical aspects of field of specialty.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Reading and writing English communication skills.

ABILITY TO:

Demonstrate good judgement and perceive organizational implications of conclusions and recommendations.

Communicate effectively, both orally and in writing.

Prepare complex reports.

Lead and direct the work of others.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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Job Code 6750

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