

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Planning Analyst	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Various	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	054 OTBS
<b>REVISED:</b>	October 1, 2002		

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**BASIC FUNCTION:**

Provide assistance to administrative staff in the data gathering, design implementation, and evaluation of district planning activities and programs.

**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**

Gather data and prepare written and oral reports of findings; assist in preparing presentation and training materials. **E**

Act as liaison to district staff, other school districts, universities, public agencies, and community groups. **E**

Receive and complete ad hoc assignments; coordinate departmental and interdepartmental activities. **E**

Review current literature on educational reform and compile information. **E**

Contact private foundations and other external funding agencies to secure financial support for districtwide programs. **E**

Serve on committees as assigned; attend and provide background information at various meetings and planning sessions. **E**

Prepare or assist in preparing grant proposals for assigned programs. **E**

Schedule meetings, prepare agendas, take minutes, and distribute materials. **E**

Represent the department at workshops and conferences. **E**

Make oral presentations to community groups, other government agencies, and site administrators to explain and update planning activities. **E**

Draft letters and speeches for others; prepare reports and brochures. **E**

Assist in reviewing proposed legislation for possible effects upon the district. **E**

Monitor assigned ad hoc budgets. **E**

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

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education acquired through graduation from a recognized four-year college or university with a degree in education, liberal arts, business or public administration, or other appropriate field and two years of recent, related experience, preferably in educational program planning.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Theories and general principles of educational program planning and analysis.  
Correct English usage, grammar, spelling, punctuation, and vocabulary.

**ABILITY TO:**

Gather and organize data.  
Conduct meetings.  
Coordinate schedules and monitor progress of multiple activities.  
Prepare oral and written reports and other communications.  
Operate standard office equipment including microcomputers and related software applications.  
Communicate effectively orally and in writing.  
Establish and maintain effective working relationships with others.  
Meet schedules and time lines.  
Train and direct the work of others.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office setting.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; 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.

Revised 3.26.04—PeopleSoft

Job Code 6540

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