

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

DIRECTOR OF PLANNING

QUALIFICATIONS:

- (1) Bachelor's Degree or above from an accredited institution with experience in planning, engineering or a relevant field.
- (2) Minimum of three (3) years administrative experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Positive interpersonal skills. Knowledge of an skill to utilize software, computer, spreadsheets and data sheets. Ability to communicate with a wide range of people. Knowledge of real estate matters such as real estate values, appraisal processes and purchasing. Knowledge of environmental regulations and concerns.

REPORTS TO:

Assistant Superintendent for Support Services

JOB GOAL

To provide the Pasco School District with viable strategies for housing students and meeting the needs for new schools.

SUPERVISES:

Supervisor of Planning
Assigned Planning Support Personnel

PERFORMANCE RESPONSIBILITIES:

Communication

- * (1) Develop and distribute the General Educational Facilities Report to local governments.
- * (2) Minimum of three (3) years administrative experience.
- * (3) Graduate training in statistical methodology and procedures.
- * (4) Use effective communication strategies to interact with a variety of audiences.
- * (5) Communicate with school staff, District staff, and parents concerning school planning.

Critical Thinking

- * (6) Plan and direct the development of annual and long-range plans for school construction needs.
- * (7) Plan and direct all activities related to the utilization and deployment of relocatable buildings.

DIRECTOR OF PLANNING (continued)

- * (8) Plan and direct all activities related to the development of school attendance boundaries.
- * (9) Direct the development of the Continuous Improvement Plan and annual budget for the department.
- * (10) Calculate, analyze, and report population growth trends.
- * (11) Provide cost impact analyses as requested.

Proactive Orientation

- * (12) Exercise proactive leadership in promoting the vision and mission of the District.
- * (13) Demonstrate initiative in fulfilling performance responsibilities.
- * (14) Anticipate potential problems and design processes and procedures to address them.

Facilitation

- * (15) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- * (16) Facilitate problem solving.

Continuous Improvement

- * (17) Set high standards and expectations for self and others.
- * (18) Keep abreast of laws, regulations, and policies in assigned area of responsibility.
- * (19) Assist department staff in keeping up-to-date and well-informed about issues and changes in the area of responsibility.
- * (20) assist school and District staff in keeping abreast of issues and requirements in assigned area.

Technical/Professional Knowledge

- * (21) Plan and direct all activities related to the acquisition of school sites or disposal of land.
- * (22) Plan and direct all activities related to conducting educational plant surveys.
- * (23) Provide support services for the development of the District budget.
- * (24) Calculate F.T.E. and A.D.M. projections.
- * (25) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
- * (26) Develop the job descriptions for personnel assigned to the department.

Constancy of Purpose

- * (27) Plan and direct all activities related to the Interlocal Agreement for Planning and Coordination with county government.
- * (28) Provide support services to assistant superintendents as requested.
- * (29) Direct the coordination of new school planning with local governing bodies.
- * (30) Serve on committees, councils, and/or task forces.

DIRECTOR OF PLANNING (continued)

- * (31) Exhibit support for the District’s vision, mission, goals, and priorities.
- * (32) Serve as a district representative at emergency shelters as determined by the Superintendent.
- * (33) Perform other incidental tasks consistent with the goals and objectives of this position.

Managerial

- * (34) Design, implement, and maintain student population database files.
- * (35) Maintain the project priority list for capital outlay projects.
- * (36) Maintain the Florida Inventory of School Houses (F.I.S.H.) reports for all School Board facilities.
- * (37) Prepare all required reports and maintain all required records.

Decisiveness

- * (38) Make and share decisions in a timely manner.
- * (39) Respond immediately to emergency situations.,
- * (40) Address personnel problems promptly and directly.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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 District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Job Description Supplement No. 5

*Essential Performance Responsibilities

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| Board Action | _____ |
| Approved | <u>9/24/04</u> |
| Revised | <u>2/6/07</u> |