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 and 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.
* (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

Board Action
Approved 9/24/04
Revised 2/6/07