DURHAM PUBLIC SCHOOLS

Building Services
Construction & Capital Planning
1817 Hamlin Road / Durham, NC 27704
(919) 560-3829

Job Title: School Planner – Building Services

Reports To: Senior Executive Director, Building Services

Salary: Based on State and Local Salary Schedules

Status: Permanent, 12 months, Classified, Nonexempt

SUMMARY

The Facilities School Planner is responsible for long range planning, classroom utilization, space allocation, and capital improvement programming across DPS, ensuring equitable application of the district's learning environment guidelines. This role analyzes demographic changes and enrollment trends to project future capacity needs, provides support for long range planning that incorporates data from enrollment forecasts, residential development, and facility condition assessments. The role includes assisting with the development of master facility plans and ensuring that physical learning environments align with the district's instructional goals and safety standards.

The ideal candidate is one who will be motivated to achieve excellence given the knowledge that their work supports DPS's mission to provide all students with an exceptional learning experience. This individual will report to the Senior Executive Director of Building Services.

RESPONSIBILITIES & DUTIES

Facility and Classroom Utilization:

- Manage the district's process for requesting and reviewing space utilization plans. Thorough reviews ensure that utilization is consistent with NC state class-size requirements, as well as DPS design guidelines and educational specifications. Conduct site visits, update floor plans, and initiate departmental communication and coordination.

- Evaluate current utilization of school buildings and make recommendations for boundary adjustments, grade configurations, or programmatic changes.

Long Range-Planning for Student Enrollment:

- Support the School Planning team with residential development inventory and report mechanisms with local agency partners, including but not limited to Durham

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City/County Planning and Durham Housing Authority.

- Support the School Planning team in operationalizing the residential development data for the Annual Enrollment Projection and Long-Range Enrollment Forecast.

- Facilitate updates to the Durham School Locator tool, the district's street-level assignment database, which is used by staff and members of the public to look up base school assignments by residential address.

Capital Planning:

- Manage the district's process for reviewing and approving requests for modifications to existing school buildings. Work with school staff to define the problem they are trying to solve, including engaging across departments to identify potential solutions. The School Planner will champion and facilitate any identified projects through the internal review process, while maintaining clear communication with the school administrator and relevant departments.

- Assist district administrators and committees in the planning and design of school facility renovation or new construction projects. Assist in defining project scopes, architectural briefs, and preliminary budgets for new school construction, expansions, and modernizations.

- Provide further development and updates to the district's educational specifications and Learning Environment Guidelines.

- Develop technical specifications and design diagrams associated with the district's Learning Environment Guidelines.

Regulatory Compliance:

- Ensure all facility plans adhere to local zoning laws, state educational building standards, environmental regulations, and accessibility codes.

NEEDS STATEMENT

This position is the bridge between academic instruction and school construction. The School Planner will have a working knowledge of the operational and physical needs of a PK-12 school environment. This individual will collaborate across multiple departments, including Construction and Capital Planning, Maintenance; Safety &

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Security, Exceptional Children; Early Education; Curriculum and Instruction; and Student Assignment.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS

Bachelor's Degree in Urban Planning, Geography, Education, Public Policy, Public Administration, Architecture or a related field.

Minimum of 8 years of related or comparable work experience in educational or institutional planning; or equivalent combination of training and experience that provides the required skills, knowledge, and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proven project management capability, including the production of final reports, data visualization, slide decks, project schedules, and presentation skills.
- Excellent communication skills, including the ability to convey complex ideas simply and succinctly.
- Skill in recognizing, analyzing, and providing solutions to data related problems.
- Ability to work within a cross-disciplinary environment that is periodically high pressure with tight deadlines.
- Directly supervise the work of any third-party vendor relationships, as necessary.
- Ability to exercise considerable independent judgment and initiative in independently performing assigned projects.
- Familiarity working with geospatial data including proficiency with GIS and associated data analysis tools.
- Working knowledge of planning disciplines including demographic analysis, land use planning, and community engagement.
- High-level of proficiency with Microsoft Office and Google platforms. Preferred experience with Illustrator, InDesign, PowerPoint, Excel, and CAD.

SPECIAL REQUIREMENTS

- Possess and maintain a NC Driver's License.
- Travel to school district buildings and professional meetings.

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PHYSICAL REQUIREMENTS

This position requires work in an office environment, with regular visits to school district sites, including active schools, and outdoor areas.

- Work requires the occasional exertion of up to ten pounds of force.
- Work regularly requires exchange of accurate and detailed information through oral and written communication..
- Work requires operation of a computer and other office business equipment.
- Ability to remain in stationary position for required meetings/work.
- Ability to move to other work locations.
- Visual acuity requires preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications.
- Work requires preparing and analyzing written or computer data, operating standard office equipment, and the use of advanced technology.
- Work occasionally requires exposure to outdoor weather conditions.
- Work is generally in a moderately noisy location (e.g., business office, light traffic).
- Requires ability to deal with people beyond giving and receiving instructions.
- Must be adaptable to performing under mild to heavy levels of stress.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job. Job description is sourced from employee interviews, internal documents, representative job descriptions in similar districts, and other state/federal agencies.