DURHAM PUBLIC SCHOOLS

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

Job Title: School Planner – Growth & Enrollment

Reports To: Senior Executive Director, Building Services

Salary: Based on State and Local Salary Schedules

Status: Permanent, 12 months, Classified, Nonexempt

The School Planner - Growth & Enrollment position at Durham Public Schools (DPS) is centered on GIS and data analysis, with a focus on student enrollment and demographics planning. The position focuses on collecting and maintaining spatial data utilized by the school district, conducting long range enrollment and demographic analysis, optimizing data processes for student geocoding and spatial joining, conducting complex research and analysis using geospatial data, and producing results that communicate planning analysis to district leadership.

This position requires an individual that has experience working in diverse work environments, with the ability to employ diplomacy, tact, and courtesy in all communications and interactions within the various departments in the school system as well as the broader community. 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 outstanding education.

QUALIFICATIONS

It is highly desirable that the individual has knowledge of, or interest in, the operational and physical need of a K-12 school environment. It is required that the applicant has a high-level of proficiency with Microsoft Office and Google platforms, as well as with geospatial data analysis in QGIS and/or ArcGIS, and data analysis software (Stata, R, or Python). It is preferred that the applicant has experience developing and maintaining data management systems including experience working with enterprise database management systems (e.g. Microsoft SQL Server, PostgreSQL). It is preferred that the applicant has considerable knowledge of scripting geospatial data analysis (e.g. in Python) and working with relational databases using SQL. It is preferred that the applicant has a working knowledge of planning disciplines including demographic analysis, land use planning, and community engagement. The successful applicant will have demonstrated experience with project management, including the production

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of memos, final reports, slide decks, budgets, and timelines. They will also have skill in recognizing, analyzing, and providing solutions to data processing problems. They will

have the ability to work within a cross-disciplinary environment that is periodically high pressure with tight deadlines. They will also be able to exercise considerable independent judgment and initiative in independently performing assigned projects.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS

- Bachelor's Degree in Public Policy, Urban Planning, Geography, Education, Systems Planning & Administration, Computer Science, Data Science, Geospatial Information Science (GIS) or a related field.

- Minimum 4+ years of related or comparable work experience in geospatial analysis, computer programing, demographics, data management, school planning, or quantitative research; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES

- Manage and administer GIS projects; prepare and implement plans, designs, and schedules; coordinate resources and tasks to ensure objectives and timelines are met.

- Create, update, and maintain applications, geoprocessing code and scripts, geospatial data, database schema and/or other system components.

- Support the enhancement and integration of applications, business processes and systems.

- Specific core planning data projects include:
  GIS data building & maintenance:

  - Manage the district's spatial data including school attendance boundaries, planning units used to create school attendance boundaries, regions, and school points.

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- Manage outside spatial data from Durham County (housing parcels & addresses) the U.S. Census (blocks, block groups, tracts), as well as road and sidewalk data from NCDOT.

- Work with Durham City GIS to maintain & update the School Locator tool used by families to find their assigned school.

Student data geocoding, spatial joining, & data integration:

- Work with internal DPS departments including Transportation, IT, and Research & Accountability to automate student addressing, geocoding, and spatial joining and integrated data into the district data processes and student information system.

- Research and perform data analysis, create memos, reports, visualizations, and interactive dashboards for both internal and external audiences (e.g. other DPS departments, district leadership, principals and other school leaders, board members, and the public).

SPECIAL REQUIREMENTS

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

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

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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.