POSITION PURPOSE:
Provides strategic leadership, direction and the coordination of long range planning functions for the department of School Choice, Planning and Assignment. Assists in the formulation of the capital building program and advises Facilities, Design and Construction (FD&C) and Real Estate Services in the selection of new school sites. Coordinates and collaborates with the Office of Student Assignment with the planning and implementation of annual enrollment plans.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES
- Comprehensive knowledge of local, state, and federal regulations and laws related to school facilities and design;
- Comprehensive knowledge of Microsoft Office, specifically Microsoft Word, Excel, PowerPoint, Publisher; Google Apps;
- Interpersonal skills, including consulting, leadership, negotiation, relationship building and trust building;
- Excellent public speaking and presentation skills;
- Excellent analytical skills for problem solving and understanding complex business requirements;
- Strong attention to detail and a fundamental concern for accuracy of information;
- Effective time management skills with the ability to meet deadlines;
- Ability to make independent judgements and to implement creative solutions to problems with minimal supervisory oversight;
- Ability to manage personnel and financial resources to achieve departmental goals;
- Ability to lead simultaneous projects on a timeline and with budgetary constraint;
- Ability to communicate clearly and concisely in both oral and written forms using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts and feedback;
- Ability to establish and maintain effective working relationships with school system staff, staff members of external funding agencies, and the community.

EDUCATION, TRAINING, AND EXPERIENCE
- Bachelor’s degree in architecture, design, facilities planning, or related field; AND
- Five years’ experience in long range planning; AND
- Demonstrated successful experience in a progressively responsible supervisory role.

CERTIFICATION AND LICENSE REQUIREMENTS
- Must hold and maintain a valid motor vehicle operator’s license according to the State of NC requirements.
POSITION DESCRIPTION

PREFERRED QUALIFICATIONS:
- Certifications and/or active memberships in relevant professional organizations;
- Ten years’ experience in long range planning;
- Experience in educational curriculum, new instructional technology, and facility management processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
1. Facilitates the development of a 10-year by grade membership forecast with County staff, utilizing contract services that takes into account live births, market share, etc.
2. Oversees the development of future school sites needed to address area crowding and growth utilizing contract services. Coordinate swing space needs with FD&C.
3. Evaluates current and projected school capacities and membership related to area crowding based on school capacity and school capacity with trailers.
4. Manages and updates, as needed, capacity models based on legislative requirements, the Department of Public Instruction (DPI) guidelines, and programs that align with proposed space standards for new schools and renovations.
5. Reviews and updates, as needed, individual school capacities based on program (magnet, Pre-Kindergarten, Special Education, etc.), calendar (multi-track), renovations, and trailer utilization.
6. Manages current and project trailer utilization and make designations.
7. Evaluates school crowding to determine capping and identification of overflow schools, as needed.
8. Provides direction and guidance to principals in order to comply with the class size mandate to be in full effect in 2021-2022.
9. Performs other related duties as assigned.

WORKING CONDITIONS:

PHYSICAL ENVIRONMENT
Must be able to use a variety of office equipment such as computers, scanners, and copiers. Must be able to communicate effectively. At times requires the ability to lift, carry, push, pull or otherwise move objects up to ten pounds. The work frequently requires driving automotive equipment. Due to the amount of time spent standing and/or walking, physical requirements are consistent with those for sedentary work.

WORK ENVIRONMENT
Must be able to work in an office environment and come into direct contact with school system staff, staff members of external funding agencies, and the community.

EFFECTIVE DATE: 1/2020

DISCLAIMER: The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, at any time.