



## **Planning Principal**

### **Purpose Statement**

The job of Planning Principal is done for the purpose/s of assisting with site selection and acquisition; planning and design of school facilities projects and Capital Improvement Plans; assisting with architect selection and predesign processes for construction projects; coordinating attendance area boundary studies; and monitoring the use of facilities; complying with local, state, and federal facility requirements; acquiring and/or providing accurate information; ensuring proper allocation of expenditures and revenues; verifying the revenues necessary to support district facility modifications; complying with local, state, and federal facility requirements; and providing accurate information; and ensuring proper allocation of expenditures and revenues.

This job is distinguished from similar jobs by the following characteristics: Previous administrative experience which brings a broad perspective to the construction of new schools.

This job reports to Director of Human Resources

### **Essential Functions**

- Analyzes data and information using established criteria (e.g. subdivision data, enrollment projections, educational specifications, etc.) for the purpose of providing recommendations of school sites and planning and design of school facilities.
- Assists in managing school construction projects from implementation to completion for the purpose of meeting the needs of the education community.
- Assists with the transfer, surplus or disposal of existing inventory for the purpose of facilitating the acquisition of new furnishings.
- Communicates with administrators, personnel and outside organizations for the purpose of coordinating activities, resolving issues and conflicts and exchanging information.
- Coordinates activities (e.g. systemic renovations, inspections, contractor and architect meetings, permitting activities, bidding calendars, mandated reports, etc.) for the purpose of ensuring that all phases of construction project are completed within budget and specifications and with minimal interruption to site personnel.
- Coordinates with architects and design teams for the purpose of appropriately meeting school-specific needs.
- Develops educational specifications, policies and procedures, project scopes, specifications, etc. for the purpose of providing data relevant to the approval, acquisition, planning and design of school facilities.
- Forecasts enrollment and facility requirements for the purpose of providing information and budgets for the capital improvements and related activities.
- Maintains manual and electronic documents, files and records (e.g. specifications, contracts, archival information, etc.) for the purpose of providing up-to-date reference materials.
- Manages a wide variety of programs (e.g. redistricting, coordination with outside vendors, obtaining permits, etc.) for the purpose of ensuring district compliance with established guidelines.
- Participates in meetings, workshops and seminars as assigned (e.g. staff, community groups, parent groups, city, etc.) for the purpose of conveying and/or gathering information required to perform functions.

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares written materials (e.g. operational budgets, bid specifications, contracts, correspondence, memos, etc.) for the purpose of documenting activities, providing written reference and/or conveying information related to construction project/s.
- Presents to a variety of groups (e.g. Board of Education, subcommittees, funding agencies, community groups, etc.) for the purpose of providing information, making recommendations and/or ensuring compliance with established guidelines.
- Reports appropriately to supervisor for the purpose of accountability and communication.
- Researches a variety of information (e.g. new maintenance equipment, advising on hiring of contractors, etc.) for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Responds appropriately to inquiries (e.g. administrative staff, local inspectors, contractors, architects, the public, etc.) for the purpose of providing required information and/or referring to appropriate source.
- Reviews county and municipal development plans for the purpose of identifying and/or recommending school sites in accordance with regulatory requirements.
- Serves as a liaison between the department and building principal(s), district office staff, and architects/contractors for the purpose of facilitating communication.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; communicating with diverse groups; preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; local government administration and budgeting; Geographic Information Systems applications; and pertinent computer software applications.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work environment and/or priorities; adhering to safety practices; being attentive to details; meeting deadlines and schedules; working with frequent interruptions; and working under time constraints.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 40% walking, and 30% standing. The job is performed under some temperature extremes and in a generally hazard free

environment.

**Experience:** Job related experience within a specialized field is required.

**Education:** Masters degree in job-related area.

**Equivalency:**

**Required Testing**

Pre-Employment Proficiency Test

**Continuing Educ. / Training**

Continuing Education Requirements  
Maintains Certificates and/or Licenses  
Required to work some evenings and weekends.

**Certificates and Licenses**

Administrators Credential  
Teaching Credential

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**