

<b>Job Title:</b>	Director, School Planning
<b>Grade Level/Terms of Employment:</b>	Unified Pay Schedule, Pay Grade 133 (260 days, 12 months)
<b>FLSA Status:</b>	Exempt
<b>Work Location:</b>	RPS Central Office
<b>Immediate Supervisor:</b>	Chief of Staff

**General Description:**

The School Planning Team is responsible for ensuring that Richmond Public Schools’ resources are allocated where they are most needed, and supports school and division leaders in making decisions about those resources. The Director, School Planning leads this work by developing and leading an integrated school planning process, including strategic planning, scheduling, staffing, and budgeting. The Director, School Planning is responsible for ensuring that projects within the team’s portfolio are aligned, effectively planned, thoughtfully communicated, and well-executed.

**Essential Duties and Responsibilities:**

- Develops and leads an integrated school planning process, including strategic planning, scheduling, staffing, and budgeting
- Supports the creation and integration of tools and data to guide school-level planning and decision-making
- Develops and helps implement a staffing allocation model that aligns resources to the VA Standards of Quality (SOQs), strategic priorities, is responsive to school-specific needs, and is fiscally sustainable
- Develops and implements, in coordination with the Budget/Finance teams, a school budgeting process that allows for both school-based autonomy and an equitable distribution of resources
- Provides oversight for annual school master schedule development process
- Designs and implements annual enrollment projection process that results in timely and accurate school-level enrollment projections that can be used to drive staffing decisions
- Leads annual staff validation process
- Leads annual open enrollment/lottery process to allow families to select schools outside of their zone
- Develops and implements a residency verification process
- Supports the development of an enhanced registration process
- Evaluates performance of direct reports against team goals
- Coordinates with external partners, as needed, to support this work

**Qualifications:**

- Bachelor’s degree and six to nine years of related work experience required
- Prior work in the education sector, preferably in a large urban school district in a leadership position required
- Proven track record of success in high-level strategy and implementation required
- Outstanding interpersonal and team work skills, and strong organizational skills, including keen attention to detail required

- The ability to learn quickly, work in a fast-paced environment, and multi-task effectively required