

DEMOGRAPHICS AND FACILITY PLANNING SPECIALIST



FACILITIES DEPARTMENT

Purpose:

This position oversees all phases of measuring, evaluating and projecting enrollment levels within the District. This position develops confidential annual and short-term district enrollment projections in coordination with the Business Office. This serves as an inter-departmental resource on enrollment and facility matters and helps translate information into plans that improve District schools and operations. This position develops and manages studies related to land use, demographic trends and long-range facility planning. This position plans, organizes, and supports the District's school boundary adjustment processes. This position provides staff support to the Facility Planning Committee and serves as an alternate representative to local and regional land use and planning agencies.

Reports to: Executive Administrator for Long Range Planning

Nature and Scope:

Performs highly responsible professional work of a varied and complex nature in District facility planning, demographics data management and analysis, enrollment projections and forecasts. The position exercises significant independent judgment and discretion regarding annual enrollment projections and serves as a district expert resource on enrollment matters.

Essential Job Functions:

1. Creates confidential annual enrollment projections in close collaboration with the Business Office, including ongoing monitoring and assessment of accuracy and reliability.
2. Develops, implements, and evaluates advanced enrollment projection models to support annual budgeting, boundary management, facility planning, and program development.
3. Collaborates with Teaching & Learning (T&L) department to:
 - a. Integrate enrollment data into program and facility planning.
 - b. Provide timely and insightful enrollment facts and trends to principals, administrators, leadership, and the School Board.
 - c. Use a variety of communication approaches, including data visualization to translate complex findings into easy-to-understand concepts to achieve operational, commercial, and policy objectives.
 - d. Promote data literacy and modern data practices to all District administrators through the provision of learning resources and other tools.
4. Makes District collected data and statistics more accessible to the public and other stakeholders by developing and publishing visual and interactive open data reporting.

5. Manages interdisciplinary and inter-departmental projects related to enrollment, residential development, school capacity, attendance boundaries, and long-range facility planning. This includes the scoping, recruitment, and management of outside consultants.
6. Provides staff support to the Facility Planning Committee, serving as a key resource for the committee's needs, fostering collaboration, and ensuring the completion of projects.
7. Contributes to facility and bond program planning by providing long-range forecasts, maintaining district capacity utilization estimates, and identifying the number and location of needed schools at each level.
8. Prepares service provider letters for residential development applications and closely monitors land use and development within the district, anticipating and responding to changes.
9. Serves as an alternate representative for the Executive Administrator for Long Range Planning in local and regional planning matters, participating in local technical advisory committees as requested.
10. Utilizes analytical tools such as Geographic Information Systems (GIS) and business intelligence programs to support data-driven decision making within the district.
11. Articulate complex information and findings clearly and effectively to a variety of audiences, both internal and external

Knowledge, Skills, and Abilities:

1. Possesses extensive knowledge of the principles, practices, and methodologies pertaining to demographic studies and the projection and forecasting of student enrollment.
2. Demonstrates the capacity to exercise discretion while collaboratively developing confidential annual budget projections in coordination with the Business Office.
3. Exhibits the ability to lead, organize, and oversee the work of multi-disciplinary teams, including district staff and external consultants.
4. Proven competence in designing and executing high-profile, public-facing projects, notably in the context of boundary adjustment processes and long-range facility planning initiatives.
5. Demonstrates skilled utilization of analytical tools, including Geographic Information Systems (ArcGIS Pro preferred) and business intelligence programs (MS Power BI preferred), to facilitate data-driven decision making within the district.
6. Displays a remarkable ability to write and communicate complex information and findings in a clear and compelling manner, effectively engaging a diverse range of audiences, both internal and external.
7. Possesses considerable knowledge of the Oregon and Portland Metro land use system and comprehends the district's relationships with local and regional agencies or has worked extensively on similar regional and local land use systems.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Education and Experience:

1. Possession of a Bachelor's degree in a field related to demographics, public policy, city and regional planning, or a related field. A Master's degree in a related field is preferred.
2. At least 5 years of experience in large public involvement processes leading multidisciplinary planning projects with involvement from consultant teams. Preferred experience developing

enrollment projections for planning and budgeting purposes and a track record of at least 5 years in and designing and managing school boundary adjustment projects.

Licensing and Special Requirements:

3. Possession of ability to obtain a valid driver's license.

Working Conditions:

Work is performed in a standard office setting. Requires regular focus on a computer screen. May be required to sit, keyboard, write, hear and speak for extended periods. Work activities may include bending, stooping, and kneeling. May be required to lift up to 20 pounds.

Work Year: 12-month Contract

Bargaining Unit: OSEA

FLSA Status: Exempt

Date Approved: April 2, 2024

Date Revised: February 2024

Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not limited to, an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes.