Adams12 Five Star Schools

Job Description
Prepared/Updated**: July 2026**

Job Title:	**Planning Manager**	Job Code:	**5011**
Job Family:	**Non-Certified**	FLSA Status:	**Ex - P**
Pay Program:	**Administrative**	Pay Grade:	**L14**
Typical Work Year:	**12 months**		

SUMMARY: Plans, organizes, and directs all activities falling under three primary categories: Demographic Planning and Real Estate. Direct the district's short- and long-range planning efforts, including tracking new development and determining its impact on district operations, projecting enrollment for all schools, build-out, boundary and master planning, and managing the district's Geographic Information System (GIS). Manage the district's real estate portfolio including supporting the acquisition and disposition of land, land dedications or cash-in-lieu of land dedications, acquiring and granting easements, and intergovernmental agreements (IGA) related to development and school site issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Direct the District's short and long-range demographic planning efforts. Provide professional guidance and expertise in planning-related issues to District decision-makers, parents, and community members. Collaborate with city planners, developers, and design firms regarding school planning issues. Represent the District at local councils, commissions, planning committees, and boards as needed. Lead, coordinate, and plan all Internal Planning Committee meetings. Serve as staff liaison and facilitator to the Long Range Planning Advisory Committee (LRPAC). Coordinate with staff to determine meeting structures, agendas, and annual goals for the committee.	D	20%
2. Direct the development, implementation, and operation of the District's GIS school planning system, housing inventory, demographic, and other data used in various planning functions including master and boundary planning, enrollment projections, and geographic analysis. Provide data and GIS assistance to support the strategic mission of the district.	D	20%
3. Direct the development and maintenance of a facilities long-range plan in collaboration with the Director of Facilities Design and other internal and external district stakeholders to analyze the makeup of the district at total build-out including future school sites and 5, 10, and 20-year enrollment forecasts for all schools. Determine space needed to accommodate projected enrollments, new programs, and the need for mobile classroom units.	M	10%
4. Direct the development and maintenance of a space utilization model to provide the most efficient utilization of District facilities. Determine surplus/shortfall of space needs based on projections and school capacity. Work with the Chief Operations Officer (COO) to determine the variance between capacity and enrollment. Develop recommendations for modular housing plans, constructing new school facilities, and acquiring/disposing of real property.	M	10%
5. Research, analyze, and determine the need for attendance boundary changes to achieve the most efficient use of space and determine which schools have capacity to accept additional students. Provide for optimum use of existing facilities by analyzing boundary changes. Facilitate and provide support to District committees involved in boundary changes. Serve as active district liaison at public boundary change meetings. Develop and prepare board of education re- districting alternatives for presentation to the Superintendent and Board of Education.	M	10%

6. Research, analyze, and prepare responses to residential development referrals from local municipalities regarding the impact of new growth on existing schools and the need for public land dedications for new schools, adequate school access, site preparation, and municipal obligations. Negotiates with land developers for future school sites or cash-in-lieu of land dedication for public school sites. Research and analyze data on land development activities to determine the impact of housing growth on the District. Identify the need for new school facilities, and boundary changes. Respond to inquiries regarding site ownership.	W	10%
7. Maintain real estate records of District-owned facilities. Ensure newly executed legal documents are recorded as appropriate. Negotiate agreements with professional consultants for necessary services or documents and oversee consultant's performance. Participate in and support the Superintendent, Legal Department, and COO with negotiations regarding land acquisition and disposition. Make recommendations regarding the disposition of surplus land, acquisition of land, and obtaining public land dedications.	D	10%
8. Direct the development of intergovernmental agreements (IGA) related to development and school site issues. Track and manage historical records with municipalities and other agencies. Administer IGA agreements for district and governmental interactions. Review IGA agreements to ensure compliance. Provide information to municipalities, community, staff, and schools regarding IGA policy and procedures.	M	5%
9. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in urban/regional planning, GIS or related field required.
- Four (4) years of experience in school, urban or regional planning and/or GIS required.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to frequently travel among district facility school locations.
- American Institute of Certified Planners (AICP) certification or GIS Certification Institute (GISP) certification or other professional certifications within one year of hire.
- Membership in the Colorado Educational Planners Association (CEPA), GIS Colorado (GISCO), American Planning Association (APA) preferred and other professional organizations as appropriate.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication, interpersonal and organizational skills.
- Strong data analysis ability.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Demonstrated skills in educational planning, including enrollment, forecasting and geographic information systems.
- Advanced understanding of spatial analysis.
- Advanced skill with personal computers, including ability to use spreadsheets, databases and word processing software for data analysis and to work with large databases.
- Ability to prioritize, develop directives and deadlines and manage the process of all projects.
- Proficient analytical and technical writing ability.
- Knowledge of city planning practices.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems

- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Personal computers including Microsoft Word and PowerPoint.
- Spreadsheet and database applications including Microsoft Access and Excel.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Operating Officer	3075

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Director, Facilities Design	1	5011

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Initiate and recommend initiation of requisitions.
- Maintain and order supplies, equipment and inventory for the department.
- Contract for professional services.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit				X
Use hands and fingers to handle and/or feel				X
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate		X		
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	