PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6469
Pay Grade: E05

FLSA: Exempt
PTS

COORDINATOR, SCHOOL PLANNING

MINIMUM QUALIFICATIONS

Bachelor's degree from and accredited college or university in urban planning, demography, or related field. Five (5) years of related professional experience. Demonstrated experience in communicating with the public. Strong oral and written communication skills. Demonstrated experience with computer application systems.
OR
Bachelor's degree from an accredited college or university in Business Administration, Architecture, Engineering, Building/Construction Management, Education or a related field and/or completion of appropriate courses in building trades and technical skills.

Must hold a current Florida Driver's License or Florida Commercial Driver's License Certification and training in State Requirements for Educational Facilities (SREF) as required in FL Educational Facilities FS103.011 – 1013.82 (2013). Demonstrated computer experience with proficiency in MS-Word, Excel, and web applications.

MAJOR FUNCTION

Collects, analyzes, and interprets demographic data that is needed for long- and short-range planning for school sites, boundary changes, enrollment and FTE projections and unit allocations. Coordinates the timely and accurate preparation of Educational Plant surveys, supplemental surveys, and maintains Florida Inventory of School Houses (FISH) records.

ESSENTIAL RESPONSIBILITIES

- Maintains, upgrades, and updates the computer-based projection program.
- Assists in the projection of student population by school, by cluster, and for proposed boundary changes.
- Prepares, as directed, numerical and other informational documents by computer readouts, graphs, charts, tables, written reports or other methods.
- Prepares documents and reports relating to student assignment and school boundaries in accordance with School Board policies and state statutes.
- Assists in the maintenance and updating of computer-aided design school site drawings.
- Develops and maintains zone grid maps for district and individual school use.
- Responds to questions related to zoning and enrollment figures.
- Participates in committee meetings with governmental agencies by providing school district statistical information.
- Assists in the coordination with staff to develop enrollment forecasts and support development of facility plans to house educational programs.
- Provides timely and accurate information related to school district facilities to internal and external stakeholders.
- Responsible for the development of facility lists for Five (5) Year Educational Plant Surveys and Supplemental (Spot) Surveys for the district.
- Responsible for the accumulation of data in preparation for school plant surveys including coordinating collection of project scope information, cost estimates and other needed information used in the preparation of Supplemental (Spot) Surveys.
- Responsible for collecting and maintaining all Florida Inventory of School Houses **(**FISH) updates as required by FLDOE including all relocatable classrooms.
- Assists in assuring all FISH updates are current in FOCUS for school personnel to schedule students.
- Tracks new construction data, net student stations, net teacher stations, net square footage, demolition, new capacity and net Full-Time Equivalency (FTE).
- Coordinates maintaining an Educational Facilities/FISH website for district staff.
- Performs other related duties as required.

TERMS OF EMPLOYMENT
Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment. *Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.* *The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*
HISTORY OF JOB CLASSIFICATION
ISSUED: 03/07/19 LM; BOARD APPROVED: 04/23/19

COORDINATOR, SCHOOL PLANNING

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions					X
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions					X
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls					X
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job					X