



## OSCEOLA COUNTY SCHOOL DISTRICT

### JOB DESCRIPTION

#### Professional Support

**Position Title:** Planning Specialist II (Educational Capacity and Planning)

**Position Level:** 20-22

**FLSA Status:**



Exempt



Non-Exempt

**Employee Acknowledgement of Receipt Copy:**

#### GENERAL DESCRIPTION

This position is primarily responsible for coordinating the short- and long-range planning and tract development processes including District efforts to collect and analyze information related to short and long-term school construction planning, FTE projections, Five-Year Educational Plant Survey, Florida Inventory of School Houses (F.I.S.H.), 5-Year Work Plan, tract development and to make recommendations to District Leadership to achieve optimum school capacity for students. To serve as a liaison between District departments and governmental agencies regarding school planning.

#### KEY RESPONSIBILITIES

Working knowledge of and remain current on State Requirements for Educational Facilities (SREF), administrative rules, and policies relating to planning, safety, and construction standards, and plan review and approval.

Assist with the preparation of short- and long-range student growth projections to be used by district staff in the overall planning including Capital Outlay and pupil placement.

Develop and provide regular updates for 3-, 5-, 10-, and 20-year comprehensive plans for District school needs.

Analyze annual relocatable allocation needs for schools and programs and make recommendations for the addition / removal of relocatables.

Maintains and oversees the maintenance of the Florida Inventory of School Houses (F.I.S.H.) and related databases.

Maintain the Five-Year Educational Plant Survey and other related databases.

Maintain the preparation of the District's 5-Year Facilities Plan and related databases.

Manage the process and procedures for Department of Education submittals and other mandatory statutory submittals pertaining to educational facilities and capital outlay planning including educational plant surveys, Florida Inventory of School Houses (F.I.S.H.), and the 5-Year Work Plan.

Assist the Finance Department in the preparation of student FTE/Enrollment.

Assist in the monitoring, collection, analyzing and use of demographic data to maintain a file of proposed and existing tract developments.

Assist in the annual review of prototype school designs and make recommendations for new and improved processes to improve the coordination of information and projects.

Assist with special projects and research information as directed.

Perform other duties and responsibilities as assigned by Supervisor.

### CLASS SPECIFICATION

**Position Title:** Planning Specialist II (Educational Capacity and Planning)

KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	Bachelor's Degree from an accredited college or university with coursework in Business Administration, Public Administration, Geography, or Economics or a related field.
<i>Work Experience:</i>	Three (3) years of work-related experience in Pupil Planning, School Administration, or Planning.
<i>Impact of Actions:</i>	Makes recommendations or decisions which routinely impact the assigned department and may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Varied: Work is complex and varies and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify but are like those seen before. Moderate and analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Varied: Supervision is present on an "as needed" basis to establish general objectives and to identify potential resources for assistance. Independent judgment is required to select and apply the most appropriate policies and procedures to achieve desired results.
<i>Communications:</i>	Requires frequent contact to discuss issues of moderate importance and to respond to inquiries. Also, requires continuous contact with officials at higher levels on matters requiring cooperation, explanation, and persuasion or with the public involving the enforcement of regulations, policies, and procedures. Strong customer service skills required for interacting with the public and District staff.
<i>Managerial Skills:</i>	Responsible for making recommendations within the department. Has responsibility or authority which is limited to the direction of co-workers or temporary workers.
<i>Planning:</i>	Minimum five (5) years: Plan events that will occur during a one-to-five-year period and make recommendations for projects needed for long range planning up to twenty (20) years for the management of future growth of the District.
<i>Job-Related Knowledge and Skills:</i>	Advanced Professional Skills: Communicate effectively, orally, and in writing, which includes the ability to understand and apply construction and architectural terminologies and the ability to make presentations to diverse groups. Requires the knowledge and ability to understand the State Requirements for Educational Facilities (SREF), State Statutes, District policies, and local municipal and county planning policies and codes. Requires extensive knowledge of a district trade or technical area. Requires knowledge and ability to understand and interpret drawings, specifications, plans, maps, legal descriptions, technical related experience in mapping and boundary planning including ArcGIS. Experience in facilitating group processes in consensus building, conflict resolution, planning and decision making. Requires basic knowledge of computer software applications as they relate to business operations. Must have a valid Florida Driver's License.

### CLASS SPECIFICATION

<i>Working Conditions/ Physical Effort:</i>	While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, and hear. The noise level in the work environment is usually moderate. The employee is subject to environmental conditions which occur both inside and outside.
<b>TERMS OF EMPLOYMENT</b>	
<i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.</i> <i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i>	
<b>HISTORY OF BOARD APPROVAL AND REVISIONS</b>	
<b>Board Approved: BA 04.22.14; rev. 10.10.23</b>	

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.

- 20 Entry level requirements and enrollment/action form
- 21 Completion of 20-hours of inservice in the past twelve months as approved by the supervisor, action form, and supervisor's recommendation.
- 22 Completion of an additional 20-hours of inservice in the past twelve months as approved by the supervisor, action form, and supervisor's recommendation.