

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: EDUCATIONAL PLANNER**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Facilities and Planning, participate in the development and coordination of master plans for school facilities and related District support functions representing the educational perspective.

#### **ESSENTIAL FUNCTIONS:**

Participate in the development and coordination of master plans for school facilities and related District support functions representing the educational perspective.

Facilitate the preparation of education specifications and lead the educational facilities planning for District projects; assure compliance with applicable laws, codes, rules and regulations.

Coordinate the preparation of standards for planning and funding purposes such as furniture and equipment, and playgrounds.

Provide technical expertise, information and assistance to the administrator regarding assigned functions; participate in the formulation and development of policies, procedures and programs as requested.

Prepare and maintain a variety of complex reports, records and files related to assigned activities; prepare and present special reports to District personnel regarding school planning matters.

Assist with the preparation of data, support materials and project applications for the State School Building Program and other needs; prepare informational surveys and questions for school planning use.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to various sites to conduct work.

Testify on behalf of District before local and State planning, regulating and governmental agencies.

Attend and conduct a variety of meetings as assigned; represent the District at meetings regarding school housing planning matters.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Educational facilities and planning functions.
- Research techniques and procedures.
- Oral and written communication skills.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

**ABILITY TO:**

- Participate in the development of master plans for school facilities and related District support functions representing the educational perspective.
- Coordinate the preparation of standards for planning and funding purposes.
- Prepare and deliver oral presentations.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare and maintain comprehensive reports.
- Maintain consistent, punctual and regular attendance.
- Hear and speak to exchange information and make presentations.
- Move hands and fingers to operate a computer keyboard.
- See to read a variety of materials.
- Sit for extended periods of time.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor's degree and three years of classroom teaching experience and demonstrated experience in facilities planning in an educational setting.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Teaching Credential.
- Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment.

Driving a vehicle to conduct work.