

# SCHOOL DISTRICT OF SARASOTA COUNTY

## JOB DESCRIPTION

### DIRECTOR, PLANNING

**SALARY SCHEDULE: ADMINISTRATIVE – [C] - G**

**COST CENTER: CONSTRUCTION SERVICES (9042)**

**QUALIFICATIONS:**

- Bachelor’s Degree from an accredited educational institution.
- Minimum 5 years experience in long range planning. Experience in school planning preferred.
- Minimum 5 years Administrative experience.
- Minimum 3 years experience working with local governments.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Florida Statutes and State Board of Education rules as they pertain to assigned areas.
- Ability to communicate effectively, orally and in writing, with diverse groups.
- Knowledge of needs assessment and long-range program planning procedures.
- Ability to make decisions based on relevant information.
- Ability to organize and prioritize activities.

**REPORTS TO:**

Assistant Superintendent Operations

**JOB OBJECTIVE:**

To provide the district with a realistic vision of future trends in the community to help guide day to day decisions and operations. To provide coordination of the district’s strategic planning related to student enrollment, population changes, program and facility needs and community relationships.

**SUPERVISES:**

Planning Analyst  
Planner, GIS and Technical Analyst

**PERFORMANCE RESPONSIBILITIES:**

- Designs and manages the entire facility planning process for the school district.
- Manages the development, recommendation, and implementation of long range facilities plans in accordance with legal and educational requirements.
- Coordinates long range facilities planning with the overall strategic planning of the School Board of Sarasota County involving appropriate stakeholders.
- Establishes and maintains an effective working relationship with local, state, and federal agencies and private organizations that affect and are affected by the long range facility planning of the school district.
- Responsible for development of educational specifications and school plant surveys in concert with the construction department.
- Acts as the School Board liaison with various municipalities’ planning departments performing those tasks as outlined in the Interlocal Agreement.
- Assist in providing short and long-range student enrollment projections; assists redistricting efforts; assists in locating future school sites needed to accommodate growth; and work with local governmental agencies and inter-governmental agencies on cooperative agreements.
- Plans and evaluates all aspects of the Districts utilization of ancillary facilities and properties.
- Assists in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- Interacts with parents, outside agencies, businesses and community to enhance understanding of

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Revised June 18, 2019 – Revised May 2, 2023**

## **DIRECTOR, PLANNING (Continued)**

- District initiatives and priorities and to solicit support and assistance.
- Serves as liaison with the Florida Department of Education for assigned areas of responsibility.
- Responds to inquiries or concerns in a timely manner.
- Keeps the Superintendent and COO informed, through proper channels, of potential problems or unusual events.
- Works closely with District and school staffs to support school improvement initiatives and processes.
- Disseminates information and current research to appropriate personnel.
- Keeps well informed about current trends and best practices in areas of responsibility.
- Maintains expertise in assigned areas to fulfill project goals and objectives.
- Facilitates the development, implementation and evaluation of staff development activities provided in assigned areas.
- Promotes and supports professional growth for self and others.
- Develops annual goals and objectives consistent with and in support of District goals and properties.
- Maintains a network of peer contacts through professional organizations.
- Attends training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- Supervises assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- Prepares or oversees the preparation of all required reports and maintain appropriate records.
- Serves on District, state or community councils or committees as assigned or appropriate.
- Represents, consistently, the District in a positive and professional manner.
- Provides leadership and direction of all aspects dealing with long range and strategic planning.
- Utilizes appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- Assists in implementing the District's goals and strategic commitments.
- Exercises proactive leadership in promoting the vision and mission of the District.
- Sets high standards and expectations for self and others.
- Demonstrates initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Uses appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- Facilitates problem solving by individuals or groups.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.
- Sustained focus and attention to detail for extended periods of time.
- Performs other incidental tasks consistent with the goals and objectives of this position.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

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 those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

## **Job Description Supplement No. 11**

\*Essential Performance Responsibilities

**DIRECTOR, PLANNING (Continued)**