

## **Facilities Planning Director**

**REPORTS TO:** Associate Superintendent for Business Affairs

**GENERAL RESPONSIBILITIES:** Coordinates facility planning, including new construction, modernization, and efficient use of school properties.

**PERFORMANCE RESPONSIBILITIES:**

1. Maintains current data for all school system properties.
2. Assesses general condition analysis and identified needs of all school plants.
3. Maintains a Management Information System pertaining to facilities condition and use.
4. Keeps abreast of current trends in school facility planning.
5. Coordinates planning for present and future capital improvements projects.
6. Serves as liaison between the Instruction Department and architects and engineers on capital improvement projects.
7. Collects, interprets, and monitors data impacting the Desegregation Court Order.
8. Assists the Associate Superintendent for Business Affairs and the legal counsel with status reports to the Court.
9. Assists Associate Superintendent for Business Affairs in making best judgment projections for student enrollment.
10. Performs other duties as assigned by the Associate Superintendent for Business Affairs.

**QUALIFICATIONS:** Graduation from an accredited college or university with a minimum of a Bachelor's degree with a minimum of five years of successful administrative experience in the area of facilities planning or construction management.