



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE:	Coordinator, Facility Planning & Educational Programming
CONTRACT YEAR:	Twelve Months
PAY GRADE:	27
BARGAINING UNIT:	BTU-TSP

PREFERRED QUALIFICATIONS

EDUCATION: An earned master’s degree from an accredited institution in educational facilities planning, architecture, urban planning, or related fields.

EXPERIENCE: A Mminimum of five (5) years, within the last ten (10) years, of experience and/or training in the field related to the title of the position and in performing the essential performance responsibilities or similar responsibilities required for the position. Applicants with experience from a related field must have a minimum of six (6) years within the last ten (10) years and/or training in the field related to the title of the position and in performing the essential performance responsibilities or similar responsibilities required for the position.

OR

MINIMUM QUALIFICATIONS

EDUCATION: An earned bachelor’s degree from an accredited institution in educational facilities planning, architecture, urban planning, or related fields.

EXPERIENCE: A Mminimum of seven (7) years, within the last twelve (12) years, of experience and/or training in the field related to the title of the position and in performing the essential performance responsibilities or similar responsibilities required for the position. Applicants with experience from a related field must have a minimum of eight (8) years, within the last twelve (12) years, of experience and/or training in the field related to the title of the position and in performing the essential performance responsibilities or similar responsibilities required for the position.

ADDITIONAL QUALIFICATIONS

REQUIRED: ~~Preferred degree major in urban planning, education, educational facilities planning or related field.~~ Computer skills are as required for the position.

PREFERRED: Bilingual skills.

REPORTS TO: Director, ~~Growth Management~~ Facility Planning & Real Estate or designee

SUPERVISES: None

POSITION GOAL: Manage the development of generic and site specific educational specifications for elementary, middle, and high schools, and centers. Conduct the development and maintenance of the Five-Year Educational Plant Survey, verify and ensure compliance with all related laws, rules and policies. Ensure alignment of the adopted Five-Year District Educational Facilities Plan and the Educational Plant Survey. Actively participate in Design Review Committee meetings.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Coordinator, Facility Planning & Educational Programming shall:

1. generate site specific educational specifications for all major capital projects.
2. maintain and as necessary update generic educational specifications ~~as the county standards for elementary, middle, and high schools, and centers consistent with the State Requirements for Educational Facilities (SREF).~~
3. verify furniture, fixture, and equipment requirements with ~~Furniture and Equipment Coordinator~~ applicable District departments.
4. participate in Design Review Committee meetings to ensure compliance with the project educational ~~and technology~~ specifications.
5. manage the needs assessment and related Florida Inventory of School Houses (FISH) databases used in the development of the annual Five-Year Educational Facilities Plan (DEFP) and the Educational Plant survey, and update the Educational Plant Survey.
6. participate in the project scope development process and ensure coordination with the assigned project manager(s) prior to start of a project.
7. conduct post-occupancy evaluations of new ~~and existing~~ school projects.
8. provide space planning support for curriculum, District and school based staff.
9. coordinate development and maintenance of the Five-Year Educational Plant Survey, and the provision of information and online recommendations into the Florida Department of Education database.
10. ensure alignment of the annually adopted Five-Year District Educational Facilities Plan with the Educational Plant Survey.
11. coordinate relocatable moves ~~between the area offices and~~ with requesting department and coordinate the impact of such moves on FISH with the District's

FISH Specialist.

12. assure compliance with State requirements to ensure that the FISH database is in alignment with the Educational Plant Survey.
13. ~~as directed,~~ develop and submit, as directed, spot surveys on an as-needed basis.
14. ensure cross-functional coordination and provision of facility information regarding but not limited to Ceapital Bbudget Department, Ggrowth Mmanagement Section, Cclass Ssize Rreduction Section, Pphysical Pplant Ooperations, school boundaries Demographic & Student Assignment and outside agencies' pertinent needs, and attend meetings as needed.
15. assist in coordinating the development of a recommended capital projects list with Facilities, Construction Management, Physical Plant Operations, Educational Technology Services and Safety Department.
16. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
17. participate in training programs to enhance the individual's skills and proficiency related to the job responsibilities.
18. review current developments, literature and technical sources of information related to job responsibilities.
19. ensure adherence to good safety procedures.
20. follow federal and state laws, as well as School Board policies.
21. perform other duties as assigned by the Director, Facility Planning & Real Estate ~~Growth Management~~ or designee.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Frequent interaction with representatives of governmental agencies, schools, and District administrators and staff to ensure proper housing for educational programs and services for Broward County Public Schools.

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 School Board.

FLSA OVERTIME CATEGORY:

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 9/11/2001

Adopted: 10/16/2001

Board Adopted: 12/16/03

Board Approved Revision: 01/25/11

Board Adopted: 06/21/11