

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	Director, School Boundaries
CONTRACT YEAR:	Twelve Months
PAY GRADE:	<u>29-30</u>

QUALIFICATIONS:

EDUCATION: An earned master's degree from an accredited institution.

EXPERIENCE: Minimum of ~~five (5)~~ six (6) years of progressively more responsible experience and/or training in the field related to the title of the position.

ADDITIONAL REQUIREMENTS: Preferred degree majors include ~~urban~~ planning, geography, demography or related field. ~~Knowledge of research and statistical methods and of computer methods with at least five (5) years~~ Prior experience required in research and analysis, ~~preferably in an area related to comprehensive or community~~ in demography, planning, or GIS (Geographic Information System) fields. Requires working knowledge of residential developments in Broward County, population projection methodologies, geography, maps, demographic information, and report writing. Bilingual skills preferred. Computer skills as required for the position.

REPORTS TO: Associate Superintendent Research, Evaluation, Assessment & Boundaries

SUPERVISES: ~~Employees as assigned by the Associate Superintendent Research, Evaluation, Assessment & School~~ Boundaries staff

POSITION GOAL: ~~To provide for the collection, analysis, and interpretation of demographic data which is needed for the long and short range planning for school sites and boundary changes and to support other property management system needs by~~

~~maintaining, upgrading and adding to existing computer-based programs or other methods as may be required.~~
Support the development of comprehensive plans and programs for the use of land and the development of physical facilities for the Broward County School District by overseeing all phases of data collection, analyses, mapping, public communications, reporting, and coordinating actions that determine attendance areas, facility locations, and associated required capital resources.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, School Boundaries shall:

- ~~1. maintain, upgrade and add to the computer based projection and attendance area programs~~ supervise and instruct staff on the use of applicable research and reporting tools including web-based access in the collection of key demographic data and in the reporting of school boundary data and documents; advanced GIS and office software to generate professional, publication-quality maps and reports as well as accompanying tables of student enrollment and demographic trend data; and Arcview Districting Extension to aid in generating new Single Board Member Districts during the Redistricting Process.
- ~~2. examine and collect data relative to school enrollment changes and county demographic trends~~ ensure effective communication of Boundary information by conducting training, presenting information and analyzing data for large and small groups including: the Superintendent, School Board members, Senior Management, district, area and school staffs, community, and government officials and staff; coordinate notice for public hearings with newspapers and other publications within the district within the time constraints of the Florida Statutes.
- ~~3. meet and gain knowledge of new residential developments and growth trends in Broward County by meeting and coordinateing with municipal and county agencies staff and performing field surveys to obtain appropriate information regarding county demographics and growth management data.~~
- ~~4. meet with developers and other sources to obtain appropriate information regarding data for demographics~~ oversee and supervise demographic projects with outside consultants, government agencies, and universities including student generation rate study, student database geocoding and redistricting.
- ~~5. assist in the projection of student population by school and for proposed boundary changes~~ provide input on optimal locations for new Broward County schools by serving on the Site Review Committee for new schools.
- ~~6. prepare as directed numerical and other information by computer read-outs, graphs, charts, tables, written reports or other methods~~ ensure key enrollment and projections data is available for developing the 5 year District Facilities Educational Plan.
- ~~7. assist in the establishment and maintenance of computer-based systems to be utilized within the Property Management Department~~ combine cartography, report generation,

and illustration of spatial concepts and demography through technical writing into a presentable and publishable product for the district.

8. perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County.
9. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
10. review current developments, literature and technical sources of information related to job responsibility.
11. ensure adherence to good safety procedures.
- ~~12.~~ ~~13.~~ follow Federal and State laws, as well as School Board policies.
- ~~13.~~ ~~12.~~ perform other duties as assigned by the Associate Superintendent Research, Evaluation, Assessment & Boundaries or designee.

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

Ensure effective communication of Boundary information by conducting training, presenting information and analyzing data for large and small groups including: the Superintendent, School Board members, Senior Management, district, area and school staffs, community, and government officials.

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: 12/19/85 &
Adopted: 1/16/86
Alignment Title Change: 4/12/94
Realigned: 4/11/95; 4/01/03
Alignment Title Change: 8/20/96; 5/9/00
Reclassified: 5/1/2001
Board Adopted: 12/16/03
Title Change Adopted: 5/4/04

Director , School Boundaries
Point Range: 1095 – 1154

Position Factors

1. Education Required: Level of education which is required for the position:

- A. High School or G.E.D.
- B. A.A. in related field or specialized (advanced) vocational training.
- C. B.S. or B.A. in related field.
- D. M.S. or M.A. in related field.
- E. Doctorate in related field and/or required specialized training.

2. Experience Required: Related work experience needed by a person with the specified education background necessary to competently fulfill the requirements of the position.

(Not the experience of the incumbent.)

- A. 0 – 2 years of related Experience
- B. 3 – 4 years of related Experience
- C. 5 – 6 years of related Experience
- D. 7 – 9 years of related Experience
- E. 10 + years of related Experience

3. Supervisory Responsibility: Supervision in this context means number of people whom the person formally evaluates.

**Evaluation points x complexity factor = Total Points.*

- A. 1 – 10 number supervised.
- B. 11 – 25 number supervised.
- C. 26 – 50 number supervised.
- D. 51 – 80 number supervised.
- E. 80 + number supervised.

4. Complexity of Essential Job Functions: Overall analysis and complexity of essential job functions of the position.

- A. Position requires minimal analysis; tasks are simple and repetitive.
- B. Position requires some analysis, accountability, gathering of facts, and study of data.
- C. Position requires a good deal of analysis, accountability, coordination and integration of data concerning specific assigned function area.
- D. Position requires continuous in-depth analysis, primary accountability, coordination and integration of data into practical action plans and systems design.

Director, School Boundaries (Cont.)

Point Range: 1095 -1154

Position Factors

5. Inside/Outside Contacts: The frequency and level of contact, both inside and outside of the district.

- A. Contacts limited to immediate co-workers and supervisors with local office.
- B. Requires frequent contact with participating district employees, school-based and district-level administrators outside agencies and community.
- C. Requires frequent contact with Associate, Assistant and Deputy Superintendents, State Department of Education, Department heads, professional support groups and community.
Requires frequent communication with Superintendent, School Board, union representatives, media, legislative leaders, and community.

6. Impact of Decision Making Responsibility: The specific management, administrative, and professional responsibilities of the position.

- A. Most decisions referred to higher authority for approval. Perform only assigned duties and services.
- B. Exercises occasional independent action involving the interpretation of established practices and procedures. Decisions typically apply to a work group within a single department or function.
- C. Exercises independent action in area of specialty. Decisions typically apply to an entire department or function.
- D. Frequently exercises independent action in the implementation of major programs and objectives. Decisions may have an effect on other departments or functional areas requiring integration of efforts.
Regularly exercises independent action. Makes decisions about major problems and policies which affect the entire district.

7. District-wide Impact: Service function of this position, i.e. the district-wide impact of this position on students, employees and the public. Stated differently, what is the consequence of a typical error when made by an incumbent?

- A. Limited impact even within work unit.
- B. Extensive impact within work unit and limited impact on other departments/schools.
- C. Extensive impact on individual work unit and/or schools.
- D. Extensive impact on multiple work units/schools with limited impact crossing divisional lines.
- E. Extensive impact on most all work units/schools, the public and legislative bodies.

Position Analysis Criteria

1. Education Required	2. Experience Required	3. Supervisory Responsibility	4. Complexity of Essential Job Functions	5. Inside/Outside Contacts	6. Impact of Decision Making Responsibility	7. District-Wide Impact
D	C	A	D	D	D	E