

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: PLANNING TECHNICIAN-BILINGUAL

BASIC FUNCTION:

Under the direction of the Director-Long-Range Planning, perform a variety of specialized duties involved in the research, collection, processing, analysis, interpretation and reporting of data related to school facilities planning, enrollment projection, demographics and other assigned areas; utilize a computer to input data, create queries, extract and manipulate information, generate links to data and produce a variety of computerized data, records, maps, presentations and reports; collect and account for school facilities fees; oversee the processing of student transfers and overflow placement; **provide written and oral translation for parents and others in a designated second language as well as serve as an interpreter for meetings and other events, as needed.**

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of specialized duties involved in the research, collection, processing, analysis, interpretation and reporting of data related to school facilities planning, enrollment projection, demographics and other assigned areas; compile, assemble and verify a variety of statistical data and information; assure integrity of data and reports.

Input, extract and update a variety of data and information in assigned computer systems; create queries, extract and manipulate information, generate links to data and produce various computerized reports, maps and presentations for use in projects, studies and analysis; review and assure accuracy of input and output data; maintain and update demographic and geographic databases.

Participate in planning and conducting research and statistical analyses to develop enrollment projections used for short and long-range facilities planning; develop and implement research activities and methods of statistical data collection, analysis and presentation for assigned projects; analyze student enrollment to generate straight-line and growth projections over 5-10 year intervals.

Collect, receive, count, verify, record and process monies for school facilities fees; prepare, assemble, reconcile and distribute bank deposits; reconcile and balance related accounts; process and issue refunds as needed; monitor and provide interpretation of legislative issues related to school fees; audit fees for accuracy.

Produce a variety of narrative and statistical reports related to enrollment projections, student demographics, facilities planning, boundaries, mapping, facilities fees and other assigned areas; interpret findings, analyze data, and provide recommendations concerning District plans, practices, policies, legislation, legal matters and procedures; prepare and update related documentation.

Research, review and analyze data and information related to school capacity and room utilization, student transfers, residential housing developments, population and historical enrollment trends, Special Education students, and students enrolled in special programs; calculate and revise statistical data to meet project needs and specifications

Oversee the processing of student transfers and overflow placement; coordinate related communications between Long-Range Planning, Pupil Services and Transportation; serve as liaison between the District, school sites and parents regarding student transfers and overflow placement; participate in maintaining appropriate levels of facilities inventory and space utilizations.

Provide written translations and serve as interpreter for non-English speaking parents and others in a designated second language, as needed.

Provide technical assistance and support to District staff, administrators and others concerning Facilities planning, student enrollment, student transfers, overflow placements, facilities fees and other assigned functions; respond to inquiries, and provide technical information concerning related data, reports, maps, issues, legislation, laws, codes, rules, regulations, policies and procedures.

Prepare and maintain various data, records, reports, maps, visual presentations and files related to school facilities fees, agreements, housing developments, historical trends, overflow students, boundaries, demographics, boundary adjustments, current and projected student enrollment, school and District facilities and properties, capacity, population and housing trends, and assigned activities.

Prepare, print, distribute, collect, sort, file, process and evaluate a variety of data, information, forms and paperwork related to student registration, enrollment, student transfers, overflow placements, facilities fees and other assigned functions; review materials for accuracy and completeness; make corrections as needed.

Review, interpret, evaluate and provide recommendations concerning the development and implementation of guidelines, policies and procedures related to student registration, enrollment, student transfers, overflow placements, facilities fees and other assigned functions.

Monitor and evaluate District facility's needs; identify need for facilities construction projects in response to long-range enrollment projections; research and provide technical information and recommendations concerning boundary adjustments, school closures and related matters.

Maintain and update Secured Agreements and Public Schools Indenture documents between the District and residential housing developers; research and collect appropriate fees from developers in accordance with agreements; advise administrators regarding release of properties as appropriate.

Participate in a variety of surveys and related research and data analysis activities; review, analyze, arrange and report data according to project, survey and study specifications, needs, requests and requirements.

Communicate with District personnel, administrators and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, scanner, computer and a variety of specialized software; drive a vehicle to conduct work.

Assure mandated reports are completed and submitted to appropriate personnel or governmental agency in accordance with established time lines and requirements.

Prepare and distribute guides, maps and informational materials concerning street and school boundary information for use by various District schools and departments.

Maintain and update web site information for the Long-Range Planning department including staff information, school boundary maps, street and address guides, enrollment and student transfer information, and school facilities fees information and forms.

Maintain current knowledge of laws, codes, ordinances, regulations and pending legislature related to assigned duties; provide input concerning the modification of programs, plans, projects, boundaries and procedures to assure compliance with local, State and federal requirements as

appropriate.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, procedures and techniques involved in the research, collection, analysis, interpretation and reporting of statistical data.

General standards, requirements, issues, practices, guidelines, policies and procedures related to short and long-range school facilities planning, student enrollment, student transfers, overflow placements, facilities fees, school boundaries and other assigned functions.

Terminology, practices and procedures used in demographic and data evaluation.

Projection methods for birth, population, housing and enrollment trends.

Data collection information systems and statistical software.

Computerized data collection, management, manipulation and distribution requirements for analysis and reporting functions.

Principles, methods and procedures of operating computers and peripheral equipment.

Applicable laws, codes, regulations, policies and procedures.

Data control procedures and data entry operations.

Report writing and statistical record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills **in English and a designated second language.**

Policies and objectives of assigned programs and activities.

Statistical and mathematical computations.

ABILITY TO:

Perform a variety of specialized duties involved in the research, collection, processing, analysis, interpretation and reporting of data related to school facilities planning, enrollment projection, demographics and other assigned areas.

Utilize a computer to input data, create queries, extract and manipulate information, generate links to data and produce a variety of computerized data, records, maps, presentations and reports.

Collect and account for school facilities fees.

Oversee the processing of student transfers and overflow placement

Analyze student enrollment to generate straight-line and growth projections over 5-10 year intervals.

Review, interpret, evaluate and provide recommendations concerning the development and implementation of guidelines, policies and procedures.

Assemble, organize and prepare data for records and reports.

Verify and assure integrity and accuracy of data and reports.

Type or input data at an acceptable rate of speed.

Interpret findings and analyze data, and provide related recommendations.

Prepare a variety of narrative and statistical lists, records and reports.

Analyze situations accurately and adopt an effective course of action.

Establish and maintain cooperative and effective working relationships with others.

Interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.

Work independently with little direction.

Communicate effectively both orally and in writing **in English and designated second language.**

Serve as translator/interpreter and facilitate communications between District personnel, non-English speaking parents and others at meetings and other events, as needed.

Meet schedules and time lines.

Plan and organize work.

Perform accurate mathematical and statistical calculations.

Produce a variety of narrative and statistical reports related to enrollment projections, student

demographics, facilities planning, boundaries, mapping, facilities fees and other assigned areas

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in mathematics, statistics, research or related field and four years increasingly responsible experience involving statistical research, analysis and data reporting including work with computer databases, software applications, enrollment projections and student demographics, including experience translating materials and interpreting in English and designated second language.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials and view a computer monitor.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Bending at waist, kneeling or crouching to file and retrieve materials.

Reaching overhead, above the shoulder and horizontally.

Occasionally lift and/or move up to 25 pounds.

CLEARANCES:

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen