



## CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

### Job Class Description

<b><u>DIRECTOR - LONG-RANGE PLANNING &amp; ENROLLMENT SERVICES</u></b>			
<b>DEPARTMENT/SITE:</b>	Long-Range Planning and Enrollment Services	<b>SALARY SCHEDULE:</b>	Classified Administrators'
		<b>SALARY RANGE:</b>	07
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Assistant Superintendent of Business Services or assigned designee	<b>FLSA:</b>	Exempt

#### **BASIC FUNCTION:**

Provide leadership and direction over the activities of the Long-Range Planning Department, Enrollment Services Department, and Duplicating Services Department; manage and coordinate the District's capital improvement program and enrollment services; coordinate and direct District Duplicating Services operations and activities; supervise and evaluate the performance of assigned personnel. The incumbent in this classification assists in supporting students by providing leadership to the department by forecasting future student enrollment, ensuring students have adequate school facilities, maximizing school facilities funding, ensuring accountability, and providing branding loyalty and curriculum materials which directly support student learning.

#### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Manage the activities of the Enrollment Services Department including oversight of student registration, enrollment and transfer processing, policies, and procedures, enrollment projections, and school capacity analysis.

Manage the activities of the Long-Range Planning Department; coordinate with District personnel, community groups, and other public agencies for the development of short- and long-range master plans for school housing needs by taking into consideration program requirements, enrollment projections, and alternative uses for school sites and facilities; plan, organize, and coordinate school construction, alteration, and relocation activities.

Oversee developer fee collection and reporting, maintenance of property records and deeds, site and aerial maps, attendance area street guides, and boundary maps.

Administer the capital improvement program, including budgets, apportionments, and obligations, and recommend timing of bond issuance; make recommendations regarding optimal project delivery methods and selection of professional service; manage, research, and make recommendations regarding grants and other funding opportunities as well as financing operations for capital improvement projects.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfer, reassignment, termination, and disciplinary actions; direct the work of assigned staff and various

consultants related to areas such as labor compliance, enrollment projections, developer fee reporting, justification studies, capital financing, and arbitrage calculations.

Prepare facilities requirements projections to establish the District's eligibility for specific construction or renovation funding; participate in construction meetings; liaise with the State Office of Public School Construction regarding current policy and procedural changes and their impact on District projects.

Prepare Governing Board agenda items and updates related to capital improvement projects, long-range planning, and related fiscal matters; make presentations to the Governing Board, management, staff, various committees, and community members as required.

Provide District liaison to the Citizens' Bond Oversight Committee; provide financial reports and project timelines; instruct the Committee regarding legal requirements; coordinate and lead quarterly meetings, project tours, and audit reviews; assist in the development of the Committee's annual report to the Community.

Prepare State Allocation Board forms required for School Facility Program funding through the Office of Public School Construction; oversee audit preparation; review and approve forms and reports submitted to the State Allocation Board.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel.

Coordinate and direct District Duplicating Services operations; monitor and direct activities to ensure Duplicating Services timelines and priorities; approval for capital equipment; Duplicating Services budget oversight; advise regarding contract negotiations with vendors; ensure related activities comply with established standards, practices, policies, and procedures.

Communicate with other administrators, personnel, and outside organizations to coordinate the planning and construction of properties, resolve issues and conflicts, and exchange information; research and respond to inquiries from various sources as needed.

Direct the work of various consultants and architects related to facilities planning.

Oversee the preparation of preliminary project budgets; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Coordinate and monitor Long-Range Planning, Enrollment Services, and Duplicating Services operations to ensure compliance with established standards, guidelines, and regulations; implement standards; evaluate systems, standards, and procedures; modify standards, guidelines, policies, and procedures as appropriate.

Operate a computer and other office equipment as assigned.

Drive a vehicle to various sites to conduct work.

Attend and conduct a variety of meetings as assigned.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

State Allocation Board programs, regulations, and procedures.  
School Construction Bond program requirements.  
Applicable sections of the Education Code, Administrative Code Title V, and other State and federal code requirements related to public works contracting, construction, payments, retention, and escrow.  
Labor compliance.  
Liens and stop notices.  
Project closeout policies and procedures.  
Developer fee accountability requirements.  
Cost estimates and specifications.  
Budget preparation and control.  
Duplicating Services organization, operations, activities, policies, and objectives.  
Principles and practices of administration, supervision, and training.  
Asset management.  
Interpersonal skills using tact, patience, and courtesy.  
Operation of a computer and assigned software.  
Correct English usage, spelling, grammar, and punctuation.  
Advanced math, including calculations using fractions, percentages, and/or ratios.

**ABILITY TO:**

Organize, control, and direct the long-range planning of facilities and school sites.  
Coordinate and manage capital improvement projects and budgets.  
Analyze funding opportunities utilizing applicable procedural and legal requirements, and make appropriate recommendations to maximize capital improvement funding and flexibility.  
Communicate effectively, both orally and in writing.  
Interpret, apply, and explain rules, regulations, policies, and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and timelines.  
Work effectively, both independently and as a member of a team.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports and files related to assigned activities.  
Consider a variety of factors when using equipment.  
Adhere to safety practices.  
Interview, select, train, supervise, and evaluate the performance of assigned personnel.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a bachelor's degree in business administration, public administration, planning, or related field and four (4) years of increasingly responsible professional-level experience conducting complex research, planning activities, and/or fiscal administration for a school district or other public agency.

**LICENSES AND OTHER REQUIREMENTS:**

Must possess a valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

The job is performed in a generally clean and healthy office environment.

Outdoor work environment; site visits to assess facilities before, during, and after construction.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read and perform primary functions of classification and view computer screens.

Hearing and speaking to exchange information in person, telephone, and make presentations.

Sitting or standing for extended periods of time.

Walking over rough or uneven surfaces to conduct inspections.

The majority of work is light to medium and may require lifting or moving up to 25 pounds.

Kneeling, bending at the waist, and reaching overhead, above shoulders, and horizontally to retrieve and store files and supplies.

**HAZARDS:**

Traffic hazards

Proximity with machinery having moving parts.

**CLEARANCES:**

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved: 1992

Revised: 03/93; 11/00; Elim 03/07; Reinstated: G.B. 05/08; P.C. 05/08 (Reallocated; formerly 11-3);

Reallocated (Ewing) 6/13; Retitle and Revised: 03/23

Revised: 11/24 (EH&A / MGT Consulting) / GB: 05/13/2025; PC 03/27/2025