

# Stafford County Public Schools

## Job Description



<b><u>Job Title:</u></b>	Coordinator of Demographic Planning
<b><u>Location:</u></b>	Facilities
<b><u>Pay Grade:</u></b>	Administrative and Professional Scale Grade A06
<b><u>Work Calendar:</u></b>	All 12 Month Employee
<b><u>FLSA Status:</u></b>	Exempt

### **GENERAL PURPOSE**

Under the supervision of the Director of Facilities Planning & GIS, the Demographics Planner analyzes student demographic patterns and participates in the production of facility planning studies, reports, and related processes. This position performs Geographic Information Systems (GIS) duties and is responsible for the day-to-day operation of the Student Transfer and Community Use of Facilities programs.

### **MAIN JOB TASKS AND RESPONSIBILITIES**

#### **Maintain demographic data for school division**

- Conducts demographic and statistical analyses on data to include producing maps, reports, charts, graphs, and/or diagrams to summarize and present data
- Monitor and report enrollment growth, population growth, and residential development patterns in the county and checks data, and review maps and documents to ensure quality control
- Maintain and update databases regarding student enrollment, community development, demographics, school facilities, and program capacity
- Responsible for the day-to-day operation of the Student Transfer and Community Use of Facilities Program
- Responds to inquiries related to assigned schools that serve a specific street address
- Assist in updating the annual Enrollment Accommodation Plan report
- Assist in coordinating planning activities with school administrators, central office staff, technology representatives, county staff, state officials, and others
- Attend meetings, as needed, to acquire planning data, assess community development proposals, and develop school capital improvements proposals and assist with planning for land acquisition of school and support facility sites

#### **Support and demonstrate core values of Stafford County Public Schools**

- Engage in ongoing professional development relevant to position.
- Respond promptly and thoroughly to written and oral requests for information.
- Maintain a clean, neat appearance, appropriate to position.

- Maintain a record of appropriate attendance and punctuality.
- Serve as a role model for students, colleagues, and the general public.
- Work in close harmony with colleagues, supervisors, and co-workers.
- Comply with all District and School policies and regulations, including but not limited to guidelines for confidentiality.
- Perform other related duties as required/assigned.

### **EDUCATION AND EXPERIENCE**

- Bachelor's Degree or any combination of education and experience equivalent to four years of college with related studies or experience in geography, geographic information systems, demography, urban planning, economics, statistics, or a related field
- Three (3) years relevant experience using ArcGIS in research, mapping or data analysis in education, urban planning, statistics, geography, or a related field

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge
  - Collection and use of demographic data for school planning purposes
  - Depict and interpret demographic data in graphic form
  - Compile, analyze, and explain the relationships of various datasets for facility planning purposes
- Skills
  - Proficiency in current Geographic Information Systems (GIS) computing technologies and related computer software to include ArcGIS, ArcMap, Arc GIS Online, etc.
  - Develop, refine, maintain and update databases
- Abilities
  - Work on multiple projects simultaneously, plan and organize work to meet deadlines and accuracy
  - Work cooperatively in a team environment to meet goals
  - Organize and perform work independently
  - Meet deadlines for all work even when working on multiple projects
  - Show sustained effort and enthusiasm in quality and quantity of work

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

- Work environment is primarily in an office, with low, temperatures that are controlled, and no exposure to chemicals or other negative air quality elements.
- The work is light work, requiring exertion of up to 20 pounds of force to move or lift objects.
- The following physical and mental abilities are representative of those expected to complete the essential functions of the job: standing for prolonged periods; sitting for prolonged periods; operating motor vehicles or heavy equipment; moving the hands, wrists, or fingers repetitively; moving with force on the back

or lower body repetitively; feeling, grasping, or holding objections by hand; identifying colors visually; identifying objects in low light or distant conditions; communicating via spoken language; communicating via written language; perceiving sounds; making decisions using logic and rational thinking.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations shall be made, as required by law, to enable individuals with disabilities to perform the primary job functions herein described.

Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties, just as though they were actually written out in this job description.