



COVINA-VALLEY
UNIFIED SCHOOL DISTRICT

**QUALIFICATIONS FOR
DIRECTOR, FACILITIES AND LONG-RANGE PLANNING**

TRAINING

- Required:
- Any credential authorizing service as an administrator in a unified school district
 - Master's Degree

EXPERIENCE

- Required:
- Five years of experience in education
- Preferred:
- Experience as a school principal

OTHER QUALIFICATIONS

- Knowledge of:
- Processes of human relationships
 - Consensus building
 - Budgetary and fiscal management
 - The organization and operation of K-5, 6-8, and 9-12 schools
- Ability to:
- Communicate well, both orally and in writing
 - Plan and organize a variety of projects simultaneously
 - Establish and maintain cooperative and effective working relationships
 - Exercise a leadership role to increase group interaction and cooperative planning

Covina-Valley Unified School District

DUTIES AND RESPONSIBILITIES
DIRECTOR, FACILITIES AND LONG-RANGE PLANNING

Primary Function

Under the direction of the Assistant Superintendent, Personnel Services, The Director, Facilities and Long-Range Planning is a staff position responsible for providing leadership, direction and staff assistance in the areas of development, master planning and communication with school district and school site officials of project timelines, student supervision, staffing, and other related issues as they pertain to facilities and long-range planning.

Duties and Responsibilities

The Director:

1. Assists the Assistant Superintendent, Personnel Services and the Chief Business Officer in the development of short and long-range facility projects;
2. Develops plans and budgets for capital projects;
3. Coordinates the overall communication plan for the facilities and master planning with schools;
4. Coordinates with principals and the Director of Maintenance and Operations the sequencing of approved projects; establishment of timelines, minimizing student and staff disruption;
5. In cooperation with the Assistant Superintendent, Personnel Services, Executive Assistant, and the District Public Information Officer, develops newsletters, oversight committee, parent/community, Board of Education, and staff communication regarding facility projects and long-range planning;
6. Assists the Assistant Superintendent, Personnel Services in coordinating and communicating with the District Oversight Committee as required by facility projects;
7. Supervises and participates in identifying billing errors, meets with utility vendors to establish refund programs, and follows up to assure refunds or proper credit to the District;
8. Acts as a resource to the supervisor in his/her areas of expertise;
9. Assists the supervisor in carrying out other duties and responsibilities as directed, and;

Director of Facilities and Long Range Planning, Duties and Responsibilities

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10. Adheres to the policies of the Board of Education, the laws and regulations of the California Administrative and Education codes and other applicable laws and regulations.
11. Coordinates and develops facility plans that reinforce the educational vision and goals of the school District.

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