



Position/Title: Educational Planner **Dept./School:** Facility Services

Pay Grade: 432

Reports to: Assistant Director, Projects & Planning **Date:** _____

Incumbent: Vacant **Supervisor:** Rob Graham

Function and Purpose of Position

The position provides leadership to the Division by providing sound planning expertise in the areas of educational facilities planning and boundary reviews, including community engagement. The job conducts research, assesses, analyses and maintains data to support the Division's strategic planning initiatives and collects data required for the long range planning of EIPS facilities.

Activity A: Provide planning expertise	45%
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- Identify gaps and conduct needs assessment.
- Conduct research, analyze data and write reports.
- Communicate findings using a variety of information packaging formats and tools.
- Modify highly technical information to appropriate level for target audience.
- Present information to Division staff, Board of Trustees and the general public.
- Interpret information, provide guidance on decision making and respond to questions in a professional manner.
- Create various demographic databases, facility planning scenarios, space utilization strategies and research analysis and their related reports.
- Responsible for establishing boundaries for all Elk Island Public Schools.
- Analyse information and make recommendations related to existing boundaries and the requirement for new boundaries.
- Engage internally with departments, school and external stakeholders in developing boundary recommendations.

Activity B: Lead Division planning initiatives and projects	20%
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- Work collaboratively with the Assistant Director, Projects and Planning to identify the prioritization of capital projects for the school division three and ten year capital plans.
- Monitor and advise on utilization of school facilities space.
- Collaborate with internal stakeholders to provide alternatives and recommendations

for reassignment and repurposing of space to meet space standards and evolving program requirements.

- Liaise with Division staff, other agencies and stakeholders.
- Prepare detailed demographic requirements, which include: student enrolment projections, space utilization analysis and modular management analysis.
- Assist in determining and recommending new, replacement or modernization school sites to Senior Administration.

Activity C: Design and implement consultation processes

20%

- Consult with and provide advice to Principals, other Division staff, school councils, the various Municipalities, Elk Island Catholic School Board and community representatives.
- Provide advice on the use of space to accommodate Division programs and other activities.
- Act as a representative in the interests of Elk Island Public Schools in reviewing and responding to statutory documents relating to the planning process of new or amended areas or subdivisions.
- Lead and prepare community engagement meetings and open houses.
- Identify and analyse the effect of new housing development within the division.
- Review relevant zoning, rezoning and development applications and advise municipalities of potential impacts on school enrolment, capacities and operation.

Activity D: Participate on committees and projects

10%

- Provide expertise through membership on various committees.
- Support future school site planning by providing research data and planning expertise.
- Represent the Division's interests in meeting with the municipalities, Government of Alberta, Elk Island Catholic School Board and other educational jurisdictions.
- Collaborate with internal stakeholders to provide alternatives and recommendations for reassignment and repurposing of space to meet space standards and evolving program requirements.

Activity E: Additional Support

5%

- Provide analytical support to Facility Service projects.
- Maintain a working knowledge of geographic information systems and how to effectively represent and analyse data by mapping.

EDUCATION AND EXPERIENCE

a) Education:

- i. Degree related to planning – including coursework in statistical analysis and eligible for full membership with the Canadian Institute of Planners.
- ii. IAP2 certification

b) Experience:

- i. Minimum five to seven years progressive experience in a planning role.

KNOWLEDGE, SKILLS AND ATTITUDES

- Thorough knowledge of: research & statistical analysis principles and methodologies; planning theory, principles, systems and processes; decision making, consensus building and problem solving processes; information systems; existing related legislation, laws and by-laws.
- Knowledge of project management principles and practices.
- Knowledge of information management principles and practices including Freedom of Information and Protection of Privacy (FOIP) legislation.
- Knowledge of the educational system, including GOA capital school manual.
- Strong interpersonal, facilitation, consensus building and negotiation skills.
- Excellent verbal and written communication and presentation skills for a broad range of audiences.
- Ability to effectively plan, organize and manage workload and projects, set priorities, meet deadlines and work under pressure.
- Ability to establish effective relationships and build credibility at all levels, with internal and external stakeholders.
- Ability to represent Elk Island Public Schools in a professional manner.
- Excellent computer skills- MS Office, Demographics Planning Software (Baragar), Photoshop, CAD software, Geographic's Information Systems (GIS).

DECISION MAKING

- The position will modify established methods & procedures and develop new solutions to a variety of problem areas.
- Exercises logic, sound strategies and methods to solve problems with efficient and effective solutions.

WORKING WITH OTHERS

- Principals – purpose
 - To provide and obtain information
 - To interpret program requirements
- Alberta Education, Municipal partners, Elk Island Catholic Schools – purpose
 - To provide and obtain data relating to joint use agreements
 - To resolve problems and reach consensus on planning issues
 - To facilitate common planning initiatives and represent EIPS on committees
- Board of Trustees – purpose
 - To receive direction
 - To provide information and professional advice used in decision making.
- General public and community organizations – purpose
 - To provide information and respond to questions related to various planning activities
- Network of professional contacts – purpose
 - To provide and obtain information
 - To collaborate on initiative and share best practices

PHYSICAL DEMANDS

- Some sitting, standing, moving, lifting and bending (or a combination of these movements) and some physical effort required.

WORKING CONDITIONS

- Intense concentration (visual, listening, mental) due to extensive analytical computer work.
- Exposed to multiple tasks & priorities, frequent interruptions and background noises.
- Travel to school, municipal agencies and other locations.
- Will be required to attend the occasional evening or weekend meeting.

ADDITIONAL INFORMATION

While providing support to the Assistant Director, Projects & Planning, this position also supports the Facility Services Department as required.

Must agree to respect the confidentiality and personal integrity of everyone.