

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** (a)(t)3(e)vents3(a)-3(,)3()3(a)-3(s)-3(-

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

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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 inform

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