Los Angeles Unified School District - Job Opportunity

Job Posting Title  
Deputy Director of Masterplanning and Demographics (Business Administration)

Reference code  
JP21-302-XA1

Minimum Salary  
$ 105,300.00 Annual

Maximum Salary  
$ 130,500.00 Annual

Application Open Date  
12/08/2021

Application Close  
01/14/2022

Information about LAUSD  
We are LAUSD. We are at the forefront of innovation in public schools, with the serious work of tailoring the learning environment to better serve our community. Here, you will have the opportunity to exercise your potential in the business of education. We are technical professionals, skilled workers, support staff, executives, and community champions. We do our jobs with a sense of integrity, accountability, and pride in shaping the future. Our contributions here impact our number one customers - the 600,000 plus K-12 students of LAUSD. Build your rewarding career here by joining nearly 30,000 employees, and achieve new levels of success in your career.

New employees hired on or after October 1, 2021 must be fully Covid-19 vaccinated and must provide verification of their vaccination status as part of the hiring and onboarding process prior to an official offer of employment to any District site.

Department or School Site  
The School Management Services/Master Planning and Demographics Unit supports the Los Angeles Unified School District's mission to educate students through its dedication to the research and analysis utilized in the long-range planning for the optimal utilization of existing schools and determining the need for new school facilities. For more information, please visit their website at: https://www.laschools.org/new-site/mpd/

Visit us at www.lausdjobs.org
Benefits

Insurance: Paid premiums for several medical, dental, and vision plans for you and your dependents, as well as life insurance plans.
Retirement: Membership in the California Public Employees Retirement Systems (CalPERS).
Paid Vacation: 24 days
Paid Holidays: 12 days.

Job Duties/Responsibilities

The Deputy Director of Masterplanning and Demographics assists with the management of a unit responsible for the analysis, research, and review of school utilization, area demographics, and operating capacity for new and existing facilities, to develop the District's Facilities Master Plan. Additional duties may include:
- Developing, prioritizing, and recommending the Facilities Master Plan for the District as a comprehensive plan for new and existing facilities, working with Policy Research and Development, Student Integration, Special Education, Instruction, Budget Services, and other departments, divisions, and branches, as required
- Implementing the Master Plan and modifying the Plan as sites are identified and approved, and as District needs and goals change.
- Administering programs related to pupil enrollment, academic scheduling, and placing various programs in available classrooms, such as Electronic Enrollment Forecast Process (E-CAST) and Electronic Capacity Assessment Review (E-CAR).
- Overseeing the management of Geographic Information Systems (GIS) staff used for masterplanning of school operations and modeling needs.
- Evaluating and making recommendations for existing building and school closures, classroom consolidations, and other matters relating to maximizing District building use and relief from overcrowding, including Capacity Adjustment Programs.

Minimum Requirements

Education: Graduation from a recognized college or university, preferably including coursework in public or business administration, finance, and statistical analysis.

Experience: Four years of experience participating in the development of a master plan, including demographic analysis, urban planning, or demographic projections. Two years of the required experience must be in a supervisory role.

Special:
A valid California Driver License
Use of an automobile

Desirable Qualifications

The ideal candidate will be knowledgeable in research and design methodology pertaining to school utilization and demographics; geographical and information systems database modeling; statistical methods and analysis, and graphic presentation; techniques of
conducting population studies and analyzing survey information, project management, and principles of public relations and public approval process; monitoring, analyzing, forecasting, and planning for database application growth and development.

Additionally, he or she will have the ability to analyze and evaluate data on a wide variety of matters relating to boundary descriptions, maps, charts, graphs, and statistical tables; collect, interpret, and explain statistical data; develop and make effective presentations; communicate effectively both orally and in writing; manage, train and evaluate staff; provide leadership; and make, support, and explain recommendations.

Employment Selection Process

Please be sure to include correspondence from @lausd.net as an approved sender so that messages aren't accidentally placed into your spam/junk e-mail folder.

We anticipate receiving a number of well qualified applicants for this position; therefore there will be a competitive process. The hiring departments have requested that we proceed with the selection process in an expeditious and timely manner. To honor this request we will be adhering to a pre-planned employment assessment schedule. For up-to-date information about test dates, view our testing schedule by visiting our website at http://www.lausdjobs.org - My LAUSD Career/Hiring Process/Pre-Employment Testing Process. As testing dates may change, we encourage you to visit this site periodically to confirm testing schedules. For more information about the LAUSD employment assessment process, visit the 'My LAUSD Career' section of our website at http://www.lausdjobs.org.

Application Process

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?

Call 213-241-3455 Weekdays 8:00 am - 5:00 pm or email us at helpmeapply@lausd.net.

To find out whether the application deadline has been extended, visit the website at: http://www.lausdjobs.org.

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.

Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

Additional Posting Information

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment

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process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.

Please submit your application as soon as possible as recruitment may close without notice. For questions and concerns regarding this recruitment, please contact Marcella Huerta-Ortiz at m.huertaortiz@lausd.net.