

Job Title: Chief Boundary Coordinator

Minimum Salary: \$113,000/annually

Maximum Salary: \$140,300/annually

Job Description:

A Chief Boundary Coordinator is responsible for the planning, directing, and supervising the activities of the Demographics and Boundary Section of the Master Planning and Demographics unit relative to collecting and assessing student and population data, conducting boundary studies and surveys, and preparing maps and charts. A Chief Boundary Coordinator will also confer with individuals, groups, and committees and make recommendations regarding the establishment and modification of school attendance boundaries and matriculation patterns for feeder schools.

Job Responsibilities:

- Planning and supervising demographic data collection for analysis, interpretation, and development of recommendations for projections of student enrollment for the District and schools.
- Recommending plans and preparing rationale for school closures, consolidation, relief of student overcrowding, grade-level reconfiguration, and other matters related to school attendance.
- Conferring with and making presentations to the Board of Education, administrators, and community groups to explain demographic data and related recommendations and their effects on attendance boundaries, walking and driving distances, ethnic composition of schools, and other matters.
- Developing methods and prescribing procedures and formulas used in gathering information for projections of student population.
- Supervising the preparation of statistical charts, graphs, and other materials for the Facilities Services Division.
- Reviewing enrollment estimates used to determine school staffing.
- Supervising the maintenance of official boundary descriptions.
- Contacting city, county, and State agencies to obtain information concerning District annexations, boundaries, and the location of streets and freeways.
- Reviewing and preparing responses to environmental impact reports, notices of hearings regarding zone changes, and inquiries from redevelopment agencies and planning commissions regarding the effect of proposed actions on school facilities and operations.
- Conferring with and providing special studies to District committees and administrators concerned with changing student demographics.
- Supervising revisions of information regarding location, mileage, and directions to schools and offices for publication in the Guide to Schools and Offices.
- Validating information provided to appropriate city officials and the Los Angeles County Registrar of Voters regarding precincts within the District and split precincts that are only partly within the District.
- Developing and utilizing computer programs for projections and analysis.
- Consulting with data processing personnel to define information systems requirements.

Minimum Requirements:

Education: Graduation from a recognized college or university, preferably including or supplemented by courses in cartography, demography, urban planning, geography, basic drafting, and statistical analysis. Experience in addition to that required below may be substituted for the required education on a year-for-year basis

Experience: Five years of experience in cartography, demography, urban planning, geography, basic drafting, or a related field. Two years of the required experience must include the preparation of boundary descriptions, preparation of demographic studies, and supervisory responsibilities.

Two years of the required experience may be substituted by successful completion of twenty-four semester units or equivalent at a recognized college or university in both of the following areas:

1. Cartography, basic drafting, or computer graphics related to map making.
2. Statistical analysis, demography, or a related field, such as urban planning, human geography, or experimental design.

Special: A valid California Driver License. Use of an automobile.

Benefits:

Insurance: We offer a choice of several medical, dental, vision, and life insurance plans for you and your family.

Retirement: Membership in the California Public Employee Retirement System (CalPERS).

Vacation: Senior Management employees enjoy 24 days of paid vacation each year.

Paid Holidays: Full time employees receive 13 paid days off each year.

Contact/How to Apply:

In order to be considered for this position, qualified candidates must visit <http://www.lausdjobs.org> to apply.

Click on the tab "APPLY NOW TAB" then "I AM A PROSPECTIVE EMPLOYEE" next ALL CURRENT JOB OPPORTUNITIES WILL BE LISTED IN ALPHABETICAL ORDER, search for the position and apply!

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