

Executive Director, Demography Research

Please use the following link to apply and submit required documents for this position: <https://careers.hrdadeschools.net/job-invite/4646/>

OCCUPATIONAL SUMMARY

Directs all aspects of the data collection, analyses, and reporting of student residential and demographic patterns to forecast District-wide student enrollment projections, improve facility utilization, and provides recommended academic and program modifications that are financially strategic for the District. Works collaboratively with the Deputy Superintendent, the Chief Financial Officer, the Enterprise Development Officer, and other departments to support the development of comprehensive plans and programs as a result of findings.

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree in urban planning, statistics, economics, sociology or related field, and minimum of three (3) years' experience in field related to the title of the position.

OR

Bachelor's degree in urban planning, statistics, economics, sociology or related field, and minimum of five (5) years' experience in field related to the title of the position.

2. A valid Florida Driver's license.

3. Working knowledge of residential developments in Miami-Dade County, population projection methodologies, geography, maps, demographic information, and report writing.

4. Prior experience required in research, statistical analysis, demography, and/or urban planning.

5. Demonstrated ability to communicate effectively in both oral and written forms.

6. Excellent interpersonal skills and the ability to collaborate effectively with diverse stakeholders, multitask, prioritize projects, and meet deadlines in a fast-paced environment.

7. Computer skills as required for the position.

EXAMPLE OF DUTIES

1. Conducts demographic enrollment studies to analyze historical trends for pre-school age and school age children. Forecasts and provides one-to-five-year projection count by municipality, voting district, feeder pattern, and school/grade level.

2. Conducts in-depth analysis of private school enrollment trends by municipality, voting district, feeder pattern, and school/grade level.

3. Conducts statistical modeling to extract meaningful insights from complex datasets by analyzing demographic trends, forecasting enrollment figures, and identifying key factors influencing enrollment dynamics.

4. Analyzes and synthesizes applicable databases utilizing various sources such as census reports, birth rates, migration patterns, and historical enrollment data to assess current enrollment patterns and student yield to facilitate enrollment analysis and forecasting.
5. Examines student generation rate studies, student database geocoding, demographic trends, population projections, and other relevant factors.
6. Integrates disparate data sources into a centralized system for comprehensive schools and facilities analysis.
7. Formulates data for attendance boundary committee to determine school enrollment and demographics effect on facility usage, academic programs and/or grade level modifications.
8. Prepares comprehensive reports detailing enrollment projections, demographic analysis findings, and strategic recommendations by voting district, municipality, and feeder pattern.
9. Provides input and data-driven recommendations to optimize resource allocation, staffing, and infrastructure development to consider school modifications by continuously monitoring and refining data to ensure accuracy and reliability.
10. Utilizes data visualization tools to depict complex demographic concepts and findings effectively to non-technical stakeholders if applicable.
11. Conducts research on demographic trends, educational policies, and benchmarking against peer choice options (e.g., charter, private, home education, other counties) to identify opportunities for improvement and innovation in enrollment management.
12. Performs duties related to general administrative responsibilities as delegated by the Enterprise Development Officer.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors and outdoors and requires frequent in-county travel.

Salary Range: \$85,799.00 - \$162,417.00 per year

The **APPLICATION DEADLINE is Wednesday, October 9, 2024**

Please attach:

- UPDATED RESUME and
- TWO PROFESSIONAL LETTERS OF RECOMMENDATION (signed or electronic signature and dated within the past 12 months) to your online candidate profile.

Questions should be addressed to Mr. Jorge Rubio, District Director, at 305-995-7247 or by via email at jrubio@dadeschools.net

or contact us at: <https://www.hrdadeschools.net/adminjobs/>

Join our team and lead to success!