

Class Concept

This is professional consultative work in organizing and directing school field studies and surveys for long range school planning in the Department of Public Instruction. Positions plan and coordinate broad and comprehensive studies and surveys with school administrators, boards of education, local government boards and officials, and citizen groups. The scope of the school surveys which includes school organization, facilities, personnel, programs of instruction, transportation, and finance, requires considerable contact, review, and discussion with other specialized staff in the Department such as architects, engineers, school transportation, budget personnel, and subject area curriculum specialists. Studies and surveys are assigned by the Section Chief and are conducted by the employees with considerable independence.

Recruitment Standards

Knowledge, Skills, and Abilities

- General knowledge of the principles and practices applied in the functioning of all phases of local. Government and schools.
- General knowledge of the principles and practices applied in the handling of population, natural resources, and other economic and social data in planning.
- Considerable knowledge of school administration, finance, transportation, public administration and finance.
- Ability to organize and direct school surveys and to organize and present the results of the surveys.
- Ability to formulate and express ideas in oral and written form in a clear and concise manner.
- Ability to establish and maintain effective working relationships with school administrators, boards of education, local governmental officials, and the general public.

Minimum Education and Experience

Master's degree in school administration, public administration, finance, or related areas from an appropriately accredited institution, and five years of experience in school administration, city-county planning involving planning for school facilities, or related experience; or an equivalent combination of education and experience.