



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 12/7/2023

Planning & GIS Revisions: 4/4/2025

Coordinator, Planning

Pay Scale: B

Level: 16

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administration Building

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The Department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview

The Planning Coordinator supports the day-to-day operation of the Division of Planning and GIS Services. Responsibilities may include supporting senior management on in-depth land use applications and research, development of student enrollment projections, school attendance zone change processes and working with the public to address technical planning questions. This position coordinates and works directly with division leadership to fully support tasks critical to acquiring and opening school facilities, as identified in the Capital Improvement Program (CIP) and Capital Asset Preservation Program (CAPP) budgets. The Planning Coordinator is an integral team member involved in a variety of activities associated with both short-term and long-range planning efforts.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Identifies, develops, and implements internal controls for the Department of Support Services' strategic planning and evaluation of real property for future school needs, student enrollment projections, and initiated school attendance zone change processes
- Utilizes local and enterprise information systems including Loudoun's Geographic Information System (WebLoGIS) and Land Management System (LandMARC), in preparation of parcel and environmental planning exhibits for land acquisition studies, development application submissions, and/or attendance zone processes
- Researches land requirements and development feasibility for potential and new Loudoun County Public Schools (LCPS) sites, as well as changes or additions to existing facilities; determines property ownership, easements, access, right-of-way, and other related data
- Coordinates land development application documentation including disclosures and required adjacent property owner notification; collaborates with project team members to submit legislative land use proposals to government agencies
- Manages processing and indexing of communications related to land development, student enrollment projections, and school attendance zone questions and comments, including public information requests to ensure compliance with state and local regulations

- Collaborates with administrative and professional staffs within the Department of Support Services and Division Counsel on real property research, multifaceted special projects, community engagement, and other initiatives
- Serves as a primary contributor in forecasting student enrollment projections, conducting demographic and periodical research, and publishing the annual capital budgets document
- Supports the review and evaluation of school attendance zone changes
- Evaluates pending and approved land development applications with emphasis on capital facility contributions, transportation proffers, and project phasing
- Develops and maintains positive and effective working relationships with governing agencies, private sector organizations, and community associations in promoting school-related planning and construction efforts

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree in geography, political science, public administration, planning or a related field

Experience

Five (5) years of experience performing varied administrative and policy-related responsibilities, including research expertise with municipal databases and *Code of Virginia* regulations; legal experience/background

Licenses and Certifications

Knowledge, Skills and Abilities

- Understanding of facilities planning including processes necessary to secure approvals for school sites and land development applications
- Knowledge of population forecasting including ability to compile and analyze demographic data using GIS, spreadsheet, and database applications
- Strong organizational, analytical, and critical thinking skills and attention to detail
- Ability to exercise sound judgment in professional matters
- Leadership qualities and personal characteristics necessary to work effectively with diverse groups, individuals, government officials, school staff, and the public
- Ability to communicate effectively, both orally and in writing

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.

Flexible scheduling may be considered to address required meeting attendance outside of normal business hours.