

CHIEF EXECUTIVE OF DISTRICT PLANNING (DOE)

General Statement of Duties and Responsibilities

This is a management class of positions with various assignment levels. All personnel perform related work.

Under executive direction of the Deputy Chancellor, with extensive latitude for the exercise of independent initiative and judgment is responsible for developing and implementing policies and plans to optimize the use of space in New York City Department of Education (DOE) schools and ensure that New York City students have access to high-quality options. Serves as a high-level policy advisor to the Chancellor and the Deputy Chancellor in all matters related to district planning.

Examples of Typical Tasks

Directs and leads the office toward the achievement of the DOE's philosophy, mission, strategy, goals, and objectives.

Oversees structural changes to schools to maximize the use of school facilities, crafting proposals to reduce overutilization, and designs various strategies to improve the use of school space and implement the Chancellor's priorities. Assists the Deputy Chancellor in the design of policies and programs that will accomplish the objectives of the DOE.

Leads the development and implementation of district, borough and citywide policies and plans for structural changes intended to positively impact school performance, families' access and choice, learning conditions, and to promote school integration and diversity.

Leads the DOE's efforts on community engagement related to district planning in order to create a more equitable school system. Leads the development and implementation of rezoning plans and other changes to school structure specifically designed to integrate and diversify NYC schools. Serves as the representative for the Division of School Planning and Development on the DOE's School Diversity Task Force.

CHIEF EXECUTIVE OF DISTRICT PLANNING (DOE) (continued)

Examples of Typical Tasks (continued)

Facilitates process for changing school zoning lines to increase choice and address overcrowding. In collaboration with Office of Student Enrollment ensures that new schools have sufficient demand among applicants and/or neighborhood students. Allocates space and resources to high potential district and charter schools to sustain growth and quality.

Oversees all aspects of the charter space request process, including charter site establishment, pursuant to state law regarding charter co-locations in public space.

Manages the development and review of Educational Impact Statements for all significant changes to school utilization, including the analysis of how proposed structural changes will impact school and neighborhood communities.

Serves as a member of the Deputy Chancellor's senior policy staff and provide advice and perspective on matters and policies impacting schools and a large range of program options for New York City students.

Qualification Requirements

1. Bachelor's degree from an accredited college or university in education, educational psychology, educational leadership, public administration, public policy, social work, or a closely related field, and 4 years of satisfactory experience of a nature to qualify for the duties and responsibilities of the position, at least 18 months of which must have been in an administrative, managerial, consultative or executive capacity or supervising personnel performing activities related to the duties of the position; or
2. A combination of education and/or experience equivalent to "1" above. However, all candidates must have the 18 months of administrative, managerial, executive, consultative or supervisory experience described in "1" above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.