

## **CLOVIS UNIFIED SCHOOL DISTRICT**

**Position: Coordinator, Strategic Planning & Analytics**

**Salary Grade: 53**

**Salary Schedule: Classified Management**

**Reports To/Evaluated by: Assistant Superintendent Business Services**

**FLSA: Exempt**

### **SUMMARY:**

The Coordinator of Strategic Planning & Analytics provides strategic leadership and technical expertise in the development of data-informed systems that support operational planning, resource allocation, and organizational decision-making. This role bridges long-term planning, data analytics, geospatial intelligence, and business process improvement through the design and management of integrated systems that serve multiple departments.

The strategist supports district-wide initiatives by developing planning tools, maintaining robust data environments, and delivering actionable insights that align with district goals. This position collaborates with internal stakeholders to strengthen decision-making capacity through accurate, timely, and accessible data.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Lead the development and maintenance of data systems used for enrollment forecasting, staffing projections, boundary analysis, and operational planning.
- Develop and deliver analytics products and reports that support real-time decision-making across multiple departments and with senior leadership.
- Collaborate with district leaders to evaluate and improve business processes, often through the design of custom workflows, applications, or automated reports.
- Support cross-functional planning efforts, including the evaluation of school capacities, staffing models, and resource allocations.
- Contribute to the development of staffing scenarios and planning models used by various departments in the district.
- Provide technical leadership in the integration of disparate data systems, ensuring clean, accessible, and secure information flows.
- Serve as a thought partner to senior leadership in identifying strategic data opportunities that inform both short- and long-term initiatives.

### **KNOWLEDGE & SKILLS:**

- Deep understanding of enterprise data architecture, relational databases, geospatial tools, and modern analytics tools.

- Proficiency in data modeling, visualization, and reporting platforms such as Power BI, Tableau, or similar.
- Strong grasp of planning methodologies, organizational strategy, and operational forecasting in an educational context.
- Experience designing and implementing cross-departmental systems and workflows.
- Ability to lead collaborative projects with diverse stakeholders and translate technical findings into strategic recommendations.
- Requires engagement across multiple departments and teams throughout the organization.
- Performs other related duties as assigned.

**QUALIFICATIONS:**

- Bachelor's Degree in Data Science, Public Administration, Business Analytics, Planning, or a related field required. Additional work experience may be substituted for higher education.
- Minimum of 5 years experience in strategic planning, analytics, information systems, or organizational development.
- K-12 public education experience strongly preferred.
- Valid California Driver's License required.

**WORKING CONDITIONS:**

- Work is performed in an office environment with occasional travel to school sites or public meetings.