

**AUSTIN INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION
JOB TITLE: DIRECTOR OF ARCHITECTURE**

Pay Grade: AP11
Job Code: 21311

FLSA Status: Exempt
Revised: 10/04/2021 HC

AUSTIN ISD EQUITY STATEMENT:

Austin ISD is committed to developing shared definitions and expectations of equity across our District that are consistent with our Board priorities. The definition of equity from the National Equity Project will guide our transformational work.

- *Educational equity means that each child receives what they need to develop to their full academic and social potential. Working Towards Educational Equity:*
- *Ensuring equally high outcomes for all participants in our educational system; removing the predictability of success or failures that currently correlates with any social or cultural factor:*
- *Interrupting [Disrupting] inequitable practices, examining biases, and creating inclusive multicultural school environments for adults and children; and*
- *Discovering and cultivating the unique gifts, talents and interests that every human possesses. <https://nationalequityproject.org/>*

-Austin ISD Board President, February 2019

MINIMUM QUALIFICATIONS:

A Bachelor's degree in architecture, civil or architectural engineering, construction science, or a related field from an accredited college or university is required. Five (5) years of related experience in architectural, engineering, or construction science is required, A license to practice architecture or engineering in the State of Texas is required. A minimum of five (5) years project management experience is required. Five (5) years supervisory experience is preferred.

SKILL REQUIREMENTS:

This position requires a thorough knowledge of design, planning, construction, and project management procedures and techniques. Incumbent must have the ability to manage time and resources effectively and efficiently. This position requires creativity and adaptive thinking to match programs and objectives. This position requires knowledge and skill in the use of personal computers and their software. Employees in this position must be proficient in Microsoft Office and in other computerized applications. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

JOB PURPOSE AND RESPONSIBILITY:

This position is responsible for assisting the Executive Director(s) of Construction Management by developing standards and overseeing the design, planning, and implementation of construction projects within the Austin ISD Construction Management Department. Incumbent

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must provide instruction and technical supervision to staff on non-routine and policy matters, especially in areas where there are significant problems.

ESSENTIAL FUNCTIONS:

- Establish planning and design responsibilities among construction management program staff and consultants for optimal workflow. Convene work groups for special problems, training, and other activities as needed. Facilitate decision making processes to balance project needs during planning and design.
- Develop and maintains design standards, updating them as needed to ensure they meet stakeholder needs and are aligned with Austin ISD mission and vision
- Manage the design process working with project managers and design stakeholders to ensure project success including design reviews with technical and non-technical stakeholders.
- Participate in Request for Qualification (RFQ) and Request for Proposal (RFP) processes for professional and construction services respectively.
- Attend and participate in meetings with directors, project managers, and other administrative personnel to address issues as they relate to the department—including, but not limited to, planning and coordination with other departments and within department areas.
- Evaluate and appraise work of staff. Provide formal and informal feedback in written and oral form regarding strengths and weaknesses, as well as ways to improve weak areas.
- Continually review the department for identification and development of improvements, particularly regarding the construction program.
- Review department for compliance with District, State, and Federal rules and regulations.
- Determine staff training needs; arrange or establish programs and participate in those programs. Provide guidance programs through group and individual meetings.
- Provide counseling on professional development matters and individual problems. Monitor, and assist as necessary, in the development of problem resolution methods.
- Participate in interview process as appropriate. Assist in the establishment of methods for employee development and/or career advancement.
- Attend Board and Subcommittee meetings as necessary and at the discretion of the Executive Director.

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- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Work is performed primarily in an office setting, but site visits for project scoping, problem resolution, and construction observation will be required. Some travel may be required. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the Executive Director of Primary Campuses and Construction Services. Incumbent provides information and status reports and/or receives instruction and guidance. Incumbent has regular contact with administrators, outside vendors, consultants, and other Austin ISD staff.

This position requires contact with the broader community to support efforts of individual partnering projects and to communicate bond project progress, boundary process progress, and other pertinent information related to bond program progress.

The Director of Architecture manages the following direct reports:

- Senior Project Manager
- Furniture, Fixtures, and Equipment (FF&E) Manager
- Project Controls Manager
- Contract Management Specialist
- Computer-Aided Facility Management (CAFM) Manager
- Other project managers, clerical staff, and technical staff

The Austin Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, ethnicity, religion, national origin, gender, disability, sexual orientation, genetic information, gender identity, or gender expression or any other basis protected by law in educational programs or activities that it operates or in employment decisions.