

**Job Title:** Project Architect, Construction

**Wage Status:** Exempt

**Reports To:** Director, Construction Services

**Pay Grade:** 105 **Days:** 260

**Dept/School:** Construction

**Date Revised:** 2/2026

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**Primary Purpose:**

Responsible for the lifecycle of the district's construction and renovation projects, ensuring timely completion, budgetary adherence, regulatory compliance, and the successful delivery of safe, high-quality educational facilities that enhance student performance

**Qualifications:**

**Education/Certification:**

- Bachelor's Degree in Construction Science or Architecture required
- Registered Architect or Professional Engineer with the State of Texas preferred
- Experience in architectural design or construction management preferred

**Special Knowledge/Skills:**

- Ability to work with architects, engineers, contractors, subcontractors, and District Stakeholders
- Knowledge of basic building codes
- Strong organizational, communication, and interpersonal skills
- Knowledge and proficiency in working with computers and other types of technology
- Ability to analyze data, interpret architectural and engineering plans
- Ability to prioritize workflow to address multiple needs of a construction architect
- Must be able to work independently

**Experience:**

- 10-15 years of K-12 public school construction or project management experience preferred

**Major Responsibilities and Duties:**

- Work collaboratively with the district administration while managing construction programming and design development of District projects
- Oversee and maintain construction schedules, bid timelines, and budgets
- Work closely with assigned project architects and contractors to monitor the job progress and ensure construction is to the district's expectations and timeline
- Monitor progress on multiple assigned projects and proactively address issues related to scope, schedule, or budget
- Inspect and review projects to ensure compliance with federal, state, and local building codes

- Present project updates, timelines, and recommendations to the Board of Trustees and other District stakeholders
- Provide regular, clear communication to the Board of Trustees, District leadership, and stakeholders regarding ongoing project progress, milestones, risks, and any potential impacts to schedule or budget
- Inspect and review construction projects to ensure compliance with federal, state, and local building codes and regulations
- Develop project progress reports for district administration and the Board of Trustees
- Investigate damage, accidents, or delays at construction sites
- Assist in obtaining permits and licenses as needed
- Adhere to district policies and procedures.
- Perform other duties as assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain a positive attitude when dealing with contractors and Bryan ISD personnel. Utilize available resources to identify issues and resolve problems. Frequent in-district travel, occasional prolonged and irregular hours. Some exposure to extreme heat or cold weather, as well as construction sites. High physical stamina is necessary, as is the ability to work effectively despite frequent interruptions and maintain emotional control under stress.

**Funding**

This is a bond-funded, project-based position. Continued employment is contingent upon the availability of bond funds. In the event that funding is reduced or eliminated, the position may be discontinued.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_