



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Revised 4/26/2024

Coordinator, Architectural

Pay Scale: B

Level: 18

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 Architectural Coordinator provides architectural support for new construction and renovation projects. The Architectural Coordinator leads and manages the architectural design staff and organizes project requirements with the other design team Coordinators. The Architectural Coordinator works with the Architect and provides direction to the construction staff and consultants on overall design approach, manages the design phase deliverables and project reviews, oversees all LCPS standards and specifications with particular focus on the architectural elements of the project. The Architectural Coordinator must have a thorough understanding and knowledge of architectural and engineering principles related to school design, construction, and renovation. The Architectural Coordinator must be capable of developing an effective working relationship with consulting architects and engineers, contractors, authorities having jurisdiction as well as administrative and school personnel within LCPS. The Architectural Coordinator will collaborate with and provide work oversight and guidance to other design team staff members.

Roles and Responsibilities

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

- Assists the Architect with developing design and construction schedules for projects and monitors architects/engineering consultants to ensure the required schedules are met
- Responsible for the oversight and preparation of all construction documents by architecture/ engineering consultants and those done by in-house school staff; reviews designs for compliance with LCPS Educational Specifications and state Board of Education design requirements; ensures coordination of all documents
- Actively solicits advice and feedback from stakeholders in other LCPS Divisions such as Facilities, Safety & Security, Transportation, and Instruction; Maintains a close working relationship with other administrative and school staff to ensure accurate communications that may affect building planning and design
- Coordinates with Civil, Mechanical, and Electrical Engineering Coordinators regarding design requirements. Reviews projects for multi-discipline coordination
- Provides oversight of the Administrative Space Standards and small administrative space needs projects. May serve as a representative for related space management planning efforts preparing documentation, programs and design concepts as needed

- Develops and maintains positive and effective working relationships with local government, authorities having jurisdiction, internal LCPS departments, local school personnel, consultants and contractors
- Procures design consultants and construction contractors for renovation and miscellaneous projects; monitors designs and construction of projects and ensuring budgetary constraints are met
- Assists the Architect with managing the Project Start List for Buildings regarding the schedule for all design projects, including major CIP projects. Assists in coordinating permit timelines with the Project Coordinator for submission and approval to meet project schedules
- Provides code studies, interpretation, and analysis when required in support of pre-design or design phase new construction and renovation projects
- Participates in the selection and evaluation of architects/engineers, coordinates with civil, mechanical, and electrical engineers regarding design requirements
- Assists the Architect by coordinating construction bid process and making recommendations for the award of construction contracts; reviews and assists in the selection of materials and systems incorporated in school design; including major projects for Facilities Services Division and other Divisions within LCPS
- Provides oversight of the management, updates, and implementation of the LCPS Educational Specifications and Guidelines Specifications and translates established design and/or planning criteria to architects and engineers; develops specifications specifically related to renovations.
- Supervises and oversees construction of projects for design intent, when needed
- Facilitates review of the Lessons Learned spreadsheet and feedback between Design and Construction staff within the Division
- Works with the Architect and Construction Supervisor to maintain and update the LCPS contract specifications.
- Assists the Architect with Managing the budget, as well as the production and management of other assigned projects and reports
- Leads the coordination and provides oversight for the architectural design staff. Trains and mentors staff as appropriate

Qualifications

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

Education

Bachelor's Degree in Architecture, Interiors, Architectural Engineering or related field or equivalent education and experience in school design and planning or construction; professional registration (or the ability to obtain licensure)

Experience

Five (5) years of successful experience in the construction field in a position predominately related to educational facilities design, review, or related fieldwork

Successful experience in the construction field in a position predominantly related to educational design, review, or related construction work; considerable knowledge of the procedures, techniques, and methods of educational facility and site planning and CADD

Demonstrated experience to lead the coordination, direct management, and supervision of design staff

Licenses and Certifications

Knowledge, Skills and Abilities

- Demonstrates an understanding of policy, regulations, standards, and objectives of public/governmental entities, and state and county building codes relative to the design of educational projects, and coordinates with

state and county agencies to ensure compliance; knowledge of the theory and practice of architecture and engineering as it pertains to modern construction methods and school planning techniques

- Ability to successfully interact with review agencies, county staff, contracted architecture and engineering firms, and LCPS personnel
- Demonstrated ability to organize, analyze, and evaluate information, explain requirements, coordinate project schedules and budgets, work independently, and manage personnel

Physical Requirements

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

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. Those activities in which they 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 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. May be exposed to extreme temperatures and uneven terrain.

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 degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without an accommodation.