

Construction Consultant

QUALIFICATIONS: Kentucky Certificate for School Administration and Supervision or School Principal. Experience in teaching and school administration. Experience in school building and ground management. Experience in working with the Kentucky Department of Education on building projects and project documentation.

REPORTS TO: Superintendent

SUPERVISES: N/A

JOB GOAL: Plan, develop, direct, coordinate, and maintain infrastructure that supports the board of education and Superintendent's commitment to education. Ensure that building projects are completed in a timely manner. Report all progress on building projects to the Superintendent and Board of Education.

PERFORMANCE RESPONSIBILITIES:

1. Work with architects and other construction staff to ensure the successful completion of district building projects.
2. Assist in the development and monitoring of documentation from the Kentucky Department of Education necessary to begin and complete building projects within the district.
3. Provide regular updates on the status of building projects to the Superintendent.
4. Provide monthly updates of building projects to the Board of Education.
5. Other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT: ~~440 DAYS~~ 100 Days

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.