AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**SUBSTITUTE ADMINISTRATIVE & NON-TEACHING PROFESSIONAL**			PAY GRADE:	**SUBSTITUTE**
DUTY DAYS:		FLSA STATUS:	**NON-EXEMPT**	DATE REVISED:	**02/23/2026 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM QUALIFICATIONS:

This application is for both a substitute administrative and non-teaching professional (counselor). A valid Texas driver's license is required. The criteria for each area is listed below:

Substitute Administrative Principal/Assistant Principal:

- Bachelor's degree from an accredited college or university is preferred.
- Substitute Principals and Assistant Principals must have at least two years of campus administrative experience.
- Substitute Principals and Assistant Principals must have three years of successful classroom teaching experience.
- A valid Texas administrative certificate issued by the State of Texas is required.
- Experience working in a public school system is preferred.
- Candidates must have a satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately $50.00) paid by employee.
- Must be able to read, write, and speak/communicate in English

Substitute Non-Teaching Professional Counselor/Wellness Counselor:

- Bachelor's degree from an accredited college or university is preferred.
- Substitute Counselors must have at least two years of successful classroom teaching experience.
- A valid Texas School Counselor Certificate is required.
- A valid License (LPC, LPC-A, LSSP, LMFT, LMSW, LCSW) is required for Wellness Counselor positions.
- Experience working in a public school system is preferred.
- Candidates must have a satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately $50.00) paid by employee.
- Must be able to read, write, and speak/communicate in English

SKILL REQUIREMENTS:

Assist campuses and central office departments with administrative duties as assigned. Assignments can be ended or extended based on campus need. The Substitute Services Office will assist campuses and central office departments with Substitute Administrative requests.

This position requires knowledge and skill in the use of personal computers (Word, Excel, Google Workspace, etc.). Incumbent must:

- Interact professionally with all types of individuals.
- Possess and demonstrate leadership skills, organizational skills, verbal/written skills, communication skills, and flexible/interpersonal dynamics.
- Support effective implementation and monitoring of District-wise policies and procedures.

- Effectively demonstrate collaboration, communication, connection, cultural proficiency, creativity, and critical thinking.
- Plan and manage multiple projects, present, and maintain accurate records.
- 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:

In order to provide a quality education for our students, maintain instructional programming and ensure the safety of students and staff given changing conditions, temporary roles and responsibilities may be adjusted at any time to reflect the District's current instructional environment.

ESSENTIAL FUNCTIONS:

- Have knowledge about planning, staff development, and personnel management.
- Ability to lead, inspire, motivate, and involve others to create quality learning and work environments for students and staff.
- Demonstrate both leadership and management skills, work well with staff and the community, and communicate effectively both orally and in writing.
- Have the ability to problem solve and handle a variety of administrative duties within tight timeframes.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

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:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds)

Environment: Work inside, may work outside; regular exposure to noise, work with interruptions

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours, district wide travel required

PERSONAL WORK RELATIONSHIPS:

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This position works under the general supervision of the campus or department supervisor, with latitude for independent decision-making in assigned areas. This position is expected to promote and encourage the District Goals and Initiatives.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	