AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**INTERN ADMINISTRATIVE**			FLSA STATUS:	**EXEMPT**
PAY GRADE:	**PPfT**	DUTY DAYS:	**187**	DATE REVISED:	**07/06/2026 HC**
FUNDING SOURCE:	**THIS POSITION IS FUNDED through LOCAL FUNDS.**				

MINIMUM QUALIFICATIONS

A Bachelor's degree in education from an accredited college or university is required. A valid Texas teaching certificate, and three (3) years of successful teaching experience is preferred. Candidates must be in the process of obtaining a Principal certification.

SKILL REQUIREMENTS

Incumbent must possess and demonstrate leadership skills, organizational skills, verbal/written skills, communication skills, and flexible/interpersonal dynamics. Incumbent must be able to analyze test data, conduct needs assessments and support effective implementation and monitoring of instructional strategies. Incumbent must effectively demonstrate collaboration, communication, connection, cultural proficiency, creativity, and critical thinking. Incumbent must be able to plan and manage multiple projects, present, and maintain accurate records, and administer personnel policies. Incumbent must have the ability to interact professionally with all types of individuals. Incumbent must be familiar with TEKS and Professional Pathways for Teachers (PPfT)/T-TESS or other state observation systems. Incumbent must have knowledge and skill in the use of personal computers and their software. Proficiency in Microsoft Word and Excel and in other computerized applications is required. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and provide work related information in a timely manner to other employees, administrators, staff, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

JOB PURPOSE AND RESPONSIBILITY:

This position is a residency program in which the incumbent-assists the principal of an individual campus in organizing and fostering a positive, safe environment that is conducive to meeting the needs of all students, staff, and families. Incumbent will experience in-role positions on two demographically distinct campuses (splitting the year between two campuses) so that each resident is exposed to substantial and sustained leadership opportunities, including: identifying and addressing a significant challenge that influences instructional practice to improve student learning; developing and facilitating continuous professional development with assigned teaching staff; and building a collaborative school team to improve instructional practice and school culture.

ESSENTIAL FUNCTIONS:

- Assist the principal in establishing/maintaining a shared vision, focus, and culture of high expectations for all staff and students.
- Cultivate an inclusive, caring, nurturing, and supportive school community.
- Assist in the role of instructional leader to develop and implement a rigorous and coherent system of curriculum, instructional programs, and assessment to promote each students' academic success and well-being in consultation with the principal, teachers, and education program coordinators.

- Assist in the development, communication, implementation, and evaluation of quality learning to enhance excellence, and equity for all staff and students.
- Assist in planning schedules for teachers and administrative support staff. Participate with teachers/instructional specialists, principal, and District/instructional coordinators in curricula planning. Assist in establishing orderly workflows in a variety of school functions, including maintenance schedules, class scheduling, special activities (e.g., athletic events, school trips), and teacher and staff evaluations. Convenes work groups for curricula development and special projects as needed.
- Observe teacher/classroom performance through class observations, student progress/achievement, and parent/student comments to ensure standards are achieved and performance continuously improves.
- Assist in conducting professional learning for teachers and staff on identified instructional and operational needs. Assist in arrangements for professional learning and in conducting formal workshops for teachers in teaching methods, TEKS.
- Provide coaching to teachers on professional learning, classroom performance, and other topics as needed. Provides assistance to staff, students, and parents on developing strategies to implement successful student performance and behavior.
- Seek and participate in professional learning opportunities to increase professional knowledge and skills.
- Provide supervision to students before and during school, and after school at extracurricular events; meets with students to address discipline, attendance, and academic performance.
- Assist in the supervision of custodians, administrative assistants, and other staff.
- Assist in building family community engagement relationships with families and local organizations/businesses by being responsive, visible, and accessible. Provides various opportunities for input. Communicates effectively through various means.
- Serve as a representative for the school within community forums to maintain ongoing community engagement and reach educational goals.
- Assist in the facilitation of communication between personnel, students, and families for the purpose of evaluating situations and resolving problems/conflicts.
- Attend formal (e.g., 504 and LPAC) and informal meetings and conferences with principal, families, students, and members of the community.
- Assist principal in monitoring compliance with federal, state, and local mandates, and guidelines.
- Explain school programs, policies, procedures and objectives to teachers and support staff in regular meetings, and individual conferences.
- Assist in reviewing school activities such as student counseling, transportation, purchase of necessary course materials and supplies, etc.
- Assist in a variety of administrative reporting and external accountability functions for the principal (e.g., Child Study Team, Textbooks, Gifted and Talented Program, and Multi-lingual Program).

- Assist the principal in annual budget planning and preparation.
- Collect, analyze, and make equity-centered decisions about data to improve student outcomes as well as lead teams to positively impact specific educational outcomes.
- Analyze data, identify inequities, and implement research-based practices to positively impact student outcomes.
- Utilize coaching skills to support teachers and other staff members with actionable feedback and to supervise instruction.
- Participate in meetings and conferences with follow up conversations to debrief actions and clarify the thought processes and basis for decisions
- Maintain and model high standards of professionalism including appropriate moral and ethical behavior and appropriate personal and professional use of social media.
- 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); may lift and move textbooks and classroom equipment

Environment: Office or Classroom, may work outside; regular exposure to noise, work with interruptions

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

PERSONAL WORK RELATIONSHIP

This position works under the general supervision of the Principal, with guidance for independent decision-making in assigned areas support services management, and special activities management). Incumbent receives annual evaluations of performance, based upon documented results and success of assigned activities and observation of the principal. 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.

AUSTIN ISD
JOB DESCRIPTION

Employee Signature:		Date:	