AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**GF SPECIALIST PROJECT I**			FLSA STATUS:	**EXEMPT**
PAY GRADE:	**PRF 2**	DUTY DAYS:	**197**	DATE REVISED:	**03/26/2026 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

A Bachelor's degree in Education, Social Sciences, Human Resources, Public Administration, or related field from an accredited college or university is required.

SKILL REQUIREMENTS

This position requires knowledge of current education and instructional theories, methodologies, techniques, and principles. Incumbent must have the ability to coordinate projects and programs for a substantial number of schools, students, and families. Incumbent must be able to communicate effectively, work with others as a team, organize and maintain records, evaluate performance, provide constructive feedback, and manage time and resources effectively and efficiently. Work requires creativity and adaptive thinking to match program objectives. 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

This position is responsible for providing leadership in the design and coordination of activities/projects and collaboration efforts, implementation and evaluation of programs which are directly linked to the educational initiatives of individual schools and the District. In the area of Student Support Services, incumbent may support the implementation of quality after school programming throughout the District.

ESSENTIAL FUNCTIONS

- Work with school staff and administrators to identify and address specific program/project needs.
- Provide leadership in a team of staff members to develop a comprehensive component of programs which address the needs of students and families in the district.
- Develop a broad based approach to sustain the funding of assigned programs/projects in the District, including collaboratively researching and writing grant applications.
- May monitor compliance with all after school grant requirements.
- Monitor evaluation design and coordinate the evaluation components of the project.
- Design and implement professional development to a diverse program staff.
- May oversee the Austin ISD afterschool and summer program to assure high-quality services and grant compliance.
- 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: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting and standing; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (15-44 pounds)

Environment: Standard office environment or campus environment

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS

Incumbent reports directly to the appropriate supervisor of the department. It is expected that some incumbents will be more involved than others in planning and coordinating program activities. The supervisor may provide detailed instruction regarding changes in policies, procedures, or laws, or in reference to unusual circumstances or problems. Incumbent has significant contact with principals, teachers, parents, and other school staff to offer guidance, exchange information, and develop programs. Incumbent may also maintain contacts within the community to develop programs and utilize additional instructional methodologies.

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:**	