AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**GF SUPERVISOR PROJECT HELP**			PAY GRADE:	**PRF 1**
DUTY DAYS:	**226**	FLSA STATUS:	**EXEMPT**	DATE REVISED:	**06/08/2026 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 from an accredited college or university in education, social work, human resource administration, public administration, or related field is preferred. Two (2) years of experience in development, coordination, and supervision of educational or human service projects. Completion of Texas Child Care Director Certification or certification related to related program areas is preferred.

SKILL REQUIREMENTS:

This position requires the ability to gather and analyze data, write clear and concise goal statements, objectives, strategy statements, and action plans. Incumbent must have strong organizational and planning skills. Incumbent must have the ability to deal with a variety of variables and to generate viable alternatives in solving practical problems. This position requires incumbent to have the ability to lead groups in dealing with a variety of issues, including problem solving, program planning and curriculum development. Incumbent must have strong skills in developing and maintaining effective working relationships with community groups, school district staff, colleagues, students, project stakeholders and funding sources. Incumbent must be able to communicate effectively and efficiently both in writing and orally, handle multiple assignments, and develop and write effective grant applications. Incumbent must be able to use a computer and software, which include MS Word and MS Excel. This position requires close vision, such as reading handwritten or typed material, and the ability to adjust focus.

JOB PURPOSE AND RESPONSIBILITY:

This position will serve as a liaison between the community shelters, transitional living shelters and other locals that are identified as centers that serve people that are homeless. This staff member will identify school-aged children and youth for the purpose of enrolling students into an AISD school and allow the students an opportunity of a stable learning opportunity supported by the McKinney-Vento Act.

ESSENTIAL FUNCTIONS:

- Work with school staff, community groups, service providers, students, and families to identify and assess educational and support service needs.
- Serve as a roving liaison between the community shelters, transitional living shelters and other locals that are identified as centers that serve people that are homeless. This staff member will identify school-aged children and youth for the purpose of enrolling them in an AISD school to allow the students an opportunity of a stable learning opportunity supported by the McKinney-Vento Act.
- Develop effective strategies for achieving the project goals and objectives.
- Develop project goals and objectives.
- Formulate action plans for implementing project strategies.

- Design and implement evaluations for project effort and impact.
- Compile data and maintain project records and reports.
- Assure compliance with school district purchasing and payroll processes.
- Develop and maintain working collaborative relationships with a variety of community resources.
- Participate in planning in other program areas within the school district and with other community entities.
- 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 computer and peripherals

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension, and overhead reaching;
frequent driving

Lifting: Frequent moderate lifting and carrying (15–44 pounds)

Environment: Work will typically be performed outside of the normal office setting; may work irregular hours;sometimes work irregular hours, including evening hours, and travel within the city.

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the Campus Principal and/or the appropriate supervisor of the department. Incumbent may provide direct supervision of project service and support staff. Incumbent will have regular contact with campus administrators, teachers, students, families, and the general public.

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:**	