AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**GF ACADEMIC DEAN**			FLSA STATUS:	**EXEMPT**
PAY GRADE:	**ADC 1**	DUTY DAYS:	**226**	DATE REVISED:	**02/26/2026 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:

This position requires a Master's degree in education, a valid Texas administrative certificate as required by the State of Texas and three (3) years of successful teaching experience.

SKILL REQUIREMENTS:

This position provides leadership for the direction of the school's Academic Program including curriculum, staffing, and professional development, with a focus on academic achievement and school improvement as measured by state and district accountability measures, as well as developing the school's relationships inside and outside the District. Incumbent will provide the vigorous and creative leadership needed to direct the campus instructional programs, dedicated to providing all students with exposure to all areas of the District and state curriculum, including technology and advanced academics. This position will supervise the implementation of an innovative curriculum that challenges all students to develop a broad, high-level understanding of all core academic areas and technology and encourages students to explore areas of individual interests and career planning. Incumbent will generate support for the campus through (a) the establishment and maintenance of communication and rapport with students, teachers, and parents; (b) the development of cooperative and productive relationships with business, industry, and professional groups; and (c) the seeking of publicity for the successes of the school. Incumbent will have the responsibility for administrative tasks associated with the position.

JOB PURPOSE AND RESPONSIBILITY:

This position provides leadership for the direction of the school's Academic Program including curriculum, staffing, and professional development, with a focus on academic achievement and school improvement as measured by state and district accountability measures, as well as developing the school's relationships inside and outside the District. Incumbent will provide the vigorous and creative leadership needed to direct the campus instructional programs, dedicated to providing all students with exposure to all areas of the District and state curriculum, including technology and advanced academics. This position will supervise the implementation of an innovative curriculum that challenges all students to develop a broad, high-level understanding of all core academic areas and technology and encourages students to explore areas of individual interests and career planning. Incumbent will generate support for the campus through (a) the establishment and maintenance of communication and rapport with students, teachers, and parents; (b) the development of cooperative and productive relationships productive relationships with business, industry, and professional groups; and (c) the seeking of publicity for the successes of the school. Incumbent will have the responsibility for administrative tasks associated with the position.

ESSENTIAL FUNCTIONS:

- Supervise the planning, implementation, and the modification of the school's instructional programs.
- Assist campus administration in selecting, training, and supervising instructional personnel.
- Provide a leadership role in working with the campus instructional programs and coordinating with the District curriculum office and TEA to meet campus goals.

- Identify, investigate, and pursue possible sources of financial and equipment support (foundations, government, business, etc.).
- Prepare or supervise preparation of brochures and other promotional products to publicize the academic programs of the school with coordination through the AISD Department of Communications and Community Engagement.
- Speak to interested groups concerning the academic programs and progress of the school's instructional programs.
- Work with the school principal, the associate superintendents, and other District personnel to develop relationships in such areas as the hiring, development, and evaluation of teachers and staff, the maintenance of student records, the monitoring and reporting of student progress, student counseling, course offerings, and course scheduling.
- Work to maintain positive relationships between the students, parents, community, and school staff, including teachers and administrators.
- Interpret central administration directives, regulations, and programs to students, staff, and community.
- Support appropriate research and evaluation activities.
- Participate in the preparation of the school budget.
- Initiate or approve all expenditures for supplies, material, and equipment related to the academic program with principal supervision and approval.
- Maintain and supervise inventories of furniture, fixtures, supplies, and materials.
- Account for textbooks and equipment and maintain student records.
- 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; occasional bending/stooping, pushing/pulling, and twisting

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

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

Environment: Campus and classroom; may work prolonged or irregular hours**;** districtwide travel

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

PERSONAL WORK RELATIONSHIPS:

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This position reports to the campus principal. Incumbent has regular interaction with school staff, students, parents, administrators, and other district personnel.

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:**	