AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**ACADEMY DIRECTOR**			FLSA STATUS:	**EXEMPT**
PAY GRADE:	**ADC 4**	DUTY DAYS:	**226**	DATE REVISED:	**03/02/2026 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 and a valid Texas Principal certificate. A minimum of three (3) years of successful classroom teaching experience and experience in supervision, evaluation, and working with diverse students is also required.

SKILL REQUIREMENTS:

This position requires demonstrated success working within a high performing high school/academy. Incumbent must have an understanding of the school leader's role in establishing and maintaining a safe and disciplined school environment. This position also requires knowledge and skill in the use of personal computers. Incumbent must understand how to analyze data and use results to facilitate instruction. Incumbent will demonstrate leadership qualities, interpersonal skills, and personal characteristics necessary for working effectively with students, new and experienced teachers, parents, and administrators. This position also requires knowledge and experience in developing a master schedule with support for the school as a whole, as well as smaller learning communities. 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 hiring, supervising, and evaluating teachers and staff, developing, and implementing educational programs in the school, overseeing extracurricular activities, and assuring that Board policies are fully carried out, as well as directing all support services of the school. Incumbent is responsible for the administration of the school programs and services, as well as supervision of teachers, counselors, and other administrative staff at the school. Incumbent will be responsible for ensuring the implementation of the Boards results policies while working within the boundaries of the executive limitations.

ESSENTIAL FUNCTIONS:

Note: The principal at each school will have discretion as to which of these are the responsibility of the incumbent.

- Oversees the development of a master schedule that meets the learning needs of students.
- Demonstrates high expectations for all students and staff and a commitment to providing the support required to attain them.
- Ensures a safe and nurturing environment for students, staff, and families.
- Demonstrates cultural competencies and anti-racist leadership through behaviors and decision-making.
- Develops and implements a Campus Improvement Plan that sets the direction for school improvement efforts.
- Analyzes student performance data to inform school improvement efforts and benchmark progress.

- Designs and implements a professional development strategy that addresses instructional improvement priorities defined by student achievement and the individual needs of staff members.
- Conducts classroom observations to analyze instruction and supervises staff to ensure continuous improvement in teaching and learning.
- Ensures that the learning needs of all students - Special Education, English Language Learners, and Regular Education - are met.
- Reduces and ultimately eliminates the achievement gap, through classroom interventions, school culture, and programming beyond the school day.
- Establishes a collegial environment that honors and encourages staff's continuous learning.
- Fosters teacher leadership through delegation, and shared leadership and decision-making.
- Aligns the use of time, people, money, and materials to school's instructional priorities.
- Manages personnel, facilities, and operations.
- Collaborates with individuals to further develop the school's mission, vision, and professional culture.
- Cultivates and sustains meaningful partnerships with families and community members that support student achievement and well-being.
- Assists campus assistant principals in planning for and implementing comprehensive extracurricular programs for the school, including clubs and athletics.
- Plans, implements, and supervises the instructional programs for the school, typically including basic, advanced, remedial, and special education programs.
- Hires and supervises all administrative and professional staff and establishes performance expectations and personnel management procedures within the guidelines of the Board and superintendent.
- Meets with campus assistant principals, teachers, counselors, students, and parents either on a formal or informal basis to address program objectives/issues, complaints, and grievances, and responds to queries via correspondence or through phone calls.
- Performs “walk-throughs” of the campus to monitor teacher, staff, and student behavior and to monitor grounds and building maintenance.
- Establishes and maintains disciplinary policies for the school; handles major disciplinary problems.
- Ensures that a personal graduation plan (PGP) is in place and is being utilized to instruct each student who needs such a plan.
- Oversees and assists in administrative activities such as reporting on budget, teachers, and staff, and classroom/program activities to the superintendent and Board.
- Maintains a positive community and parent relations program, including frequent meetings with local officials, civic groups, parent associations, booster clubs, and the media.

- Plans and authorizes annual goals and objectives for instructional programs and extracurricular activities with professional staff. Continually adjusts short-term plan based upon updated information and circumstances. Annually prepares a five-year plan to establish long-term goals.
- Assigns basic responsibilities to academy assistants, teachers, and other staff and makes temporary duty assignments as needed.
- Develops an annual budget for the school, often with the assistance of teachers or department heads, and defends requests before the Associate Superintendent for High Schools. Manages budget for the school on a continual basis, identifying and making needed adjustments, or requesting changes from the superintendent.
- Oversees programs and grants for the school. Prepares status reports on programs and grants as needed.
- Provides information to academy assistants, teachers and other staff related to school and district policies/procedures, teaching methods, and educational objectives and holds group or individual meetings as needed to disseminate information.
- Reviews teaching methods in classrooms on a regular basis. Conducts annual formal evaluations. Reviews performance of departments and administrative staff on the basis of documented progress in student achievement and project accomplishment.
- Develops and implements formal in-service training and staff development for professional staff or decides for staff to attend workshops.
- Attends and listens to all formal grievances and provides responses as needed.
- Interviews, selects, and evaluates all employees of the school. When necessary, provide the necessary documentation for employee terminations. Assures that approved personnel management policies are fully carried out in the school.
- Provides 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: May work prolonged or irregular hours**;** Some travel is required.

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

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PERSONAL WORK RELATIONSHIPS:

This position reports directly to the principal. The incumbent receives general supervision from the principal. Performance is reviewed on the basis of documented student achievements, maintenance of Board policies, meeting of established deadlines, operating within established budget, and public comment.

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:**	