AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**GF SPECIALIST PROGRAMMING AND STAFFING APPLE BLOSSOM**			FLSA STATUS:	**EXEMPT**
PAY GRADE:	**PRF 1**	DUTY DAYS:	**226**	DATE REVISED:	**09/23/2026 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 Early Childhood Education, Child Development, Education, Social Work or a related field is preferred. A high school diploma and Texas HHS Child Care Director eligible by one of the options outlined in Minimum Standards §746.1015 is required. Five (5) years of related experience in a licensed child care center is required. This position requires that the incumbent obtain a first aid and cardio-pulmonary respiration (CPR) certifications within 30 days of employment and maintain certification throughout the duration of employment. A valid Texas driver's license is required.

SKILL REQUIREMENTS:

This position requires knowledge of all applicable federal, state, and local laws and District, campus, and full day child care program operating policies, procedures, and guidelines. This position requires knowledge of current early childhood education and instructional theories, Texas Child Care Minimum Standards, Texas Rising Star (TRS) certification measures, National Association for the Education of Young Children (NAEYC) accreditation standards and general early childhood best practice. Incumbent must have the ability to coordinate program mandates across a diverse set of campuses, students, staff and families. Incumbent must be able to communicate effectively, work with others as a team, organize and maintain records, provide constructive feedback to all program staff and manage time and resources effectively and efficiently. Work requires creativity, adaptive thinking and the ability to modify procedures based on reflection across campuses with a diverse group of employees. The incumbent must be proficient in Google Workspace, be willinging to learn any relevant software used by the program and be skilled in operating a variety of office equipment. The incumbent must have knowledge of proper use of file maintenance and be able to provide administrative support to the team.

JOB PURPOSE AND RESPONSIBILITY:

Incumbent is responsible for providing direct support in the coordination and implementation of a variety of program activities and collaborative efforts which are directly linked to the objectives of the grant-funded project in a manner that respects the culture and values at each project campus. This position is responsible for overseeing the recruitment and training of staff for the child care program. This position directly supports the Specialist Academic Coaching and the Coordinator Child Care in all program aspects. This position is responsible for managing the purchasing of all programmatic materials in accordance with Austin ISD grant fund protocols and ensuring compliance with the work statement, as outlined by the funding organization. The position ensures program compliance with national, state, and district standards in relation to staffing ratios and professional development for the efficient operation of the child care program.

ESSENTIAL FUNCTIONS:

- Serve as the first level of leadership support for all campus-based program staff; including but not limited to: absence coverage, daily scheduling, classroom layout, challenging behaviors, parent/guardian communication, regular feedback and programmatic improvement, special events and enrichment, material requests and purchasing.
- Directly oversee and facilitate the recruiting, interviewing and recommendation for hire process for the child care program

- Function as Licensed Child Care Director on TXDHHS site licenses as needed. Ensure compliance at child care program sites with TXDHHS Minimum Standards policies and procedures.
- Maintain a detailed shadow budget for each program campus and the program as a whole; ensuring grant fund compliance in every step.
- Manage the purchasing process for expenses that directly link to program objectives while maintaining grant fund compliance and prioritizing purchases that have the greatest positive impact on the participating students.
- Work directly with school staff, program staff and administrators to identify and address specific program/project needs.
- Provide leadership in a team of staff members to develop a comprehensive child care program which addresses the needs of students and families in the District.
- Assist in monitoring compliance with all grant and licensing requirements.
- Conduct quality assessments of the program sites, documents and procedures to provide feedback to both campus staff and leadership staff to enhance all components of the grant program.
- Contribute to the design and implementation of professional development to a diverse program staff.
- 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. Regular attendance is required for this position.

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; Standard classroom and child care equipment such as toys, playgrounds, multiple-rider strollers, first aid and CPR equipment, etc.

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

Motion: Repetitive hand motions: frequent keyboarding and use of mouse; Moderate walking, climbing, lifting, balancing, and handing or moving materials; Occasional reaching

Lifting: Regular light lifting and carrying

Environment: Mix of standard office environment and classroom environment: work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise; frequent exposure to bodily fluids

Mental Demands: Work with frequent interruptions; maintain emotional control under stress and self-control in the presence of children.

PERSONAL WORK RELATIONSHIPS:

Incumbent receives regular administrative supervision. 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:**	