AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**COORDINATOR TALENT DEVELOPMENT**			PAY GRADE:	**CAD 1**
DUTY DAYS	**226**	FLSA STATUS:	**EXEMPT**	DATE REVISED:	**10/05/2026 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 university or college is required. A Master's degree is preferred. Five (5) years of teaching experience is preferred. Two (2) years of school site administrative experience is preferred. Three (3) years of experience working in customer service, school district appraisals or development or related field experiences in talent engagement or development is preferred. Experience working in a large, urban school district with diverse populations and familiarity with evaluation systems, talent management software platforms. Previous oversight of major projects and/or processes is required. A valid Texas driver's license is required. Travel to campuses is required. Fluency in English/Spanish is preferred.

SKILL REQUIREMENTS

This position requires demonstrated culturally responsive leadership, excellent customer service, and the ability to troubleshoot complex problems. The incumbent must:

- Collaborate at both campus and central administration levels to develop and deliver staff development activities.
- Communicate effectively in multiple modalities, along with skilled use of Google Suite.
- Demonstrate relational skills that highlight tact and respect for confidentiality in order to coach and counsel employees as well as resolve conflicts.
- Lead and collaborate with diverse teams, interpret local, state, and federal regulations related to talent development and certifications, and understand instructional and leadership best practices.
- Manage database software, website development, and learning management systems in an educational context.
- Apply a strong knowledge of adult learning principles and experience in professional development program design for educators.
- Build effective relationships with stakeholders at all levels, coordinate programs for large employee groups, manage records and databases, and efficiently allocate time and resources.
- Demonstrate the ability to handle multiple projects, prioritize, plan, and organize, alongside data analysis and problem-solving skills.

JOB PURPOSE AND RESPONSIBILITY

The position entails overseeing talent development and performance programs to enhance educator effectiveness and student outcomes within the District. Key responsibilities include supporting districtwide professional learning systems, building and retaining district staff capacity—particularly for early career educators—and leading data reporting and strategic planning for professional learning. The role also involves encouraging collaboration between campus and district leaders to improve teaching outcomes and enhancing the AISD Professional Pathways for Teachers (PPfT) system, which includes teacher appraisal and leadership opportunities. Additionally, the position requires coordinating innovative programs to support the development of a pipeline of qualified staff. The role focuses on customer service, employee experience, data analysis, and recognition. Promoting a culture of respect and inclusivity and supporting improved student outcomes is essential to the position. Success in this role demands professionalism, flexibility, and enthusiasm.

ESSENTIAL FUNCTIONS

- Assist in the design, maintenance, and implementation of comprehensive multi-year talent development strategies and opportunities that are informed by data, input from focus groups, and aligned with the District's mission, vision, scorecard, and the Long-Range Plan to include learning experiences for district and campus level employee groups.
- Ensure the implementation of national professional learning standards and best practices in all AISD professional learning opportunities. Develop and maintain a system to evaluate the effectiveness of AISD's talent development programs and initiatives through the analysis of employee growth data, student achievement data, feedback surveys, and observation/culture/climate surveys. Make recommendations for continuous improvement and to ensure quality, innovative, learning opportunities for all Austin ISD employees.
- Identify and select effective training methods based on best practices and develop training materials for publication in a variety of forms, including electronic publication. Disseminate information through various methods.
- Serve as the project manager and facilitate the coordination and organization of district-wide professional learning events.
- Develop strategies for building successful competitive proposals with public and private entities to further invest in enhancing talent development programming and support. Demonstrate a foundational understanding of school finance and exercise effective stewardship of public, private, and grant funds.
- Spearhead and collaboratively develop department communication and training plans.
- Interpret/analyze data and prepare proposals, data and reports for various audiences as assigned.
- Plan, develop, and support the implementation of PPfT professional learning programs (Leadership Pathways and PDUs).
- Support the design of and provide orientation/certification training on PPfT System to teachers and administrators.
- Collaborate with various departments to ensure the PPfT Appraisal rubrics and programs support district initiatives.
- Work in collaboration with other Talent Strategy teams and serve as a liaison to the Office of Teaching, Learning and Leading and Austin ISD's strategic partnerships.
- Collaborate with external vendors and consultants as needed to deliver specialized employee growth monitoring platforms, development programs, or assessments.
- 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 standing and sitting; Extensive walking may occur, 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 (15-45 pounds)

Environment: Services are generally provided within a standard campus/classroom or office environment. Occasional nights and weekends are required. Occasional travel is required.

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

PERSONAL WORK RELATIONSHIPS

This position reports directly to the appropriate supervisor of the department.

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:**	