AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**COORDINATOR TEACHER INCENTIVE ALLOTMENT**			PAY GRADE:	**CAD 1**
DUTY DAYS:	**226**	FLSA STATUS:	**EXEMPT**	DATE REVISED:	**10/12/2026 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 in education, statistics, research and evaluation, or related fields is required. A master's degree is preferred. Three (3) years of experience in public education, program evaluation, applied research, or a related field is required. Two (2) years of school site experience is preferred. Experience in data management, reporting and validation, employee and student data systems is preferred. Incumbent must be able to maintain confidential information dealing with campus and District personnel and student data. Incumbent must have experience working in a project team.

SKILL REQUIREMENTS:

Successful candidates must possess strong skills in data gathering, analysis and communication. This position requires excellent writing skills and editing, and experience with collaboration across multiple teams, proposal development, project management, and the creation of summaries, including program impact. Technical skills including familiarity with data visualization tools, Microsoft Word and Excel, and Google suite is required. Incumbent will have an excellent track record of communicating results or findings to various audiences and is familiar with data storytelling and visualization techniques. Incumbent must be a team-player, systems thinker, and efficient project manager, comfortable balancing multiple priorities and executing in a fast-paced work environment. 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 others.

JOB PURPOSE AND RESPONSIBILITY:

This position is a member of the Teacher Incentive Allotment team within the Office of Talent Strategy. This position is responsible for coordination across teams to enhance systemic support and effectiveness. The work of this position will generate and analyze data from multiple systems, generate strategic collaborations and data-driven decision making to improve program effectiveness, and communicate impact, areas for growth, and support data-driven decision-making. This position will support performance management & compensation structures within the TIA system, including instructional practice, and various student growth measures. The position requires working at the campus and central administrative levels of the district and with external constituencies as assigned. This position is particularly responsible for ensuring a high level of quality in all phases of planning, implementing, training, tracking, managing and continuously improving the components of the Teacher Incentive Allotment program.

ESSENTIAL FUNCTIONS:

- Work collaboratively with the TIA team to prioritize scope of work, determine data connections, interpret findings, and improve efficiency and effectiveness of the TIA efforts.
- Contribute to the development and delivery of communications and technical assistance to employees about TIA components and program requirements.
- Gather feedback from various stakeholders to ensure continuous improvement of the district system.

- Present at periodic meetings of teachers, principals, staff and stakeholders on the TIA components and programs.
- Participate in the ongoing collaboration between the TIA department and the TIA Steering Committee.
- Support collective understanding of student growth measures, particularly School-wide Value-Added, MAP and STAAR/EOC.
- Work with external partners around program evaluation and system analysis.
- Assume responsibility for data generation and strategic analysis across multiple departments.
- Assist in strategy development and program design by conducting analyses, reviewing, and synthesizing relevant findings in the field and compiling and analyzing data from existing sources.
- Use data appropriately to communicate rationale for strategy through data analysis.
- Extract data and summative analysis related to staff evaluations related to TIA components.
- Synthesize various forms of both qualitative and quantitative data to measure impact and outcomes.
- Develop and coordinate timelines for multiple projects and act as a lead in specific TIA projects.
- Continue to stay up to date and familiar with Austin ISD data systems, standards, and policies.
- Prepare presentations, summaries, findings, and recommendations for implementation that can be used by program staff, and district decision makers.
- Participate in ongoing training to expand knowledge and skills in the areas of research and evaluation, system analysis, and TIA components such as instructional practice and student growth measures.
- Contribute to a positive and inclusive climate among department staff by communicating effectively, exhibiting model behavior, and supporting appropriate interactions among colleagues.
- Develops and provides recommendations and implementation plans regarding the results of system data analysis.
- 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; 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 (less than 45 pounds)

Environment: Standard office setting

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 in the Office of Talent Strategy. Incumbent will have frequent contact with campus and District staff, and external partners.

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:**	