AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**DIRECTOR SEC OPERATIONS**			PAY GRADE:	**CAD 3**
DUTY DAYS:	**226**	FLSA STATUS:	**EXEMPT**	DATE REVISED:	**09/15/2025 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 Master's degree in education or related field from an accredited university of college is required. Five (5) years of related experience required, including three (3) years of successful administrative experience working in secondary schools, and two (2) years of successful public school classroom teaching experience is preferred. A valid Texas Principal or Mid-management Certification and experience at a Title I campus is strongly preferred.

SKILL REQUIREMENTS

This position requires a thorough understanding of secondary schools. Incumbent must have demonstrated organizational and communication skills. This position requires the ability to perform assigned duties and responsibilities with limited supervision, and to exercise sound judgment in forming decisions. Incumbent must possess the ability to work with others and maintain an effective working relationship with co-workers, supervisors, school personnel, key District stakeholders, and the general public. Incumbent must have excellent presentation and training skills. This position requires the ability to provide technical advice and counsel to campus administrators regarding all aspects of operational and instructional leadership in secondary schools. Incumbent must have demonstrated proficiency in instructional technology software programs. 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 serves as director at the District level for all operations and instruction in the secondary schools, including the monitoring of all compliance-related issues. Incumbent will provide leadership and assistance for ensuring the delivery of a high-quality education to every student so that students are college, career, and life ready. Incumbent's daily work will include a focus on fostering the relationship between quality instruction, rigorous and relevant content, and student engagement, within the District's vision to reinvent the urban school experience.

ESSENTIAL FUNCTIONS:

- Ensure compliance with federal and state law, District policies, and University Interscholastic League rules.
- Monitor student progress data in all areas, including academic, attendance, discipline, and Social Emotional Learning (SEL).
- Identify program needs and improvement strategies.
- Oversee a comprehensive professional learning program that provides relevant training and development opportunities for campus administrators, teachers, and other educational staff that will improve teaching and learning.
- Create opportunities for personnel to reflect on their practice while engaging in the systemic improvement of practice over time in every classroom.

- Coordinate curricular adoptions, resource alignment, and resource distribution in order to ensure campuses are supported appropriately with materials needed to implement programmatic requirements.
- Present, facilitate, and develop professional learning environments for classroom and administrative best practices.
- Serve as a liaison for secondary schools regarding staffing, technology use, Title IX compliance, extracurricular activities, and dropout prevention.
- Collaborate in the development of Board policies and administrative regulations for the areas involving instruction and students with collaboration with principals and District staff.
- Assist in the selection of materials and technologies to successfully implement innovative curriculum issues.
- Coordinate services with other staff within and outside the department.
- Facilitate the development of secondary course/master schedules, student information guides, and common choice sheets.
- Coordinate secondary activities at the District level, including registration, orientation, Back-To-School Night, and graduation.
- Respond to parent, community member, and staff questions and requests for information on secondary issues on a daily basis.
- Provide leadership and direction for the assigned office in conjunction with the supervisor. Acts as lead administrator in absence of Associate Superintendent.
- Participate in the principal interview process.
- Establish and manage operational procedures for the assigned office.
- Manage and approve campus staffing requests.
- Review and approve campus plans.
- Participate in the grade placement committee/student success initiative.
- Coach and supports Secondary Principals to develop future campus leaders. Provides direction and guidance for secondary principals and staff.
- Supports effective implementation of the AISD Strategic Plan and special initiatives such as but not limited to: Literacy, Whole Child, and Transformative Technology.
- Assists the supervisor in the development and management of the budgets.
- Oversee student discipline appeal hearings.
- Assist in planning principal meetings and other professional development activities.
- Assist campus principals with instructional and facility needs.
- Assist with the development of positive relationships between secondary schools and the Austin business community.
- Assist with all personnel staff transfers, grievances, and hiring policies/practices.

- 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, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15-44 pounds)

Environment: Standard office or school setting; districtwide travel to campuses

Mental Demands: Maintain emotional control under stress; work with interruptions

PERSONAL WORK RELATIONSHIPS

This position reports directly to the appropriate supervisor of the department and represents Austin ISD to parents and members of the community. Incumbent will provide information and status reports and/or receive instruction and guidance. Incumbent will have regular contact with Austin ISD school administrators and other staff.

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:**	