AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**PART TIME ADMINISTRATOR**			PAY GRADE:	**P/T (CHART)**
JOB CODE:		FLSA STATUS:	**EXEMPT**	DATE REVISED:	**02/07/2023 HC**
DUTY DAYS:		LEGACY JOB CODE:			
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

AUSTIN ISD EQUITY STATEMENT:

Austin ISD is committed to developing shared definitions and expectations of equity across our District that are consistent with our Board priorities. The definition of equity from the National Equity Project will guide our transformational work.

- *Educational equity means that each child receives what they need to develop to their full academic and social potential. Working Towards Educational Equity:*
- *Ensuring equally high outcomes for all participants in our educational system; removing the predictability of success or failures that currently correlates with any social or cultural factor:*
- *Interrupting [Disrupting] inequitable practices, examining biases, and creating inclusive multicultural school environments for adults and children; and*
- *Discovering and cultivating the unique gifts, talents, and interests that every human possesses.* *https://nationalequityproject.org/*

-Austin ISD Board President, February 2019

MINIMUM QUALIFICATIONS:

A degree from an accredited college or university is preferred, based on the indicated administrative position.
Substitute Principals and Assistant Principals must have at least two years successful experience in a full-time position in same area/field to which application for temporary/hourly work is made and a valid Texas administrative certificate as required by the State of Texas. Experience in working in a public school system is desired.

SKILL REQUIREMENTS:

Assist campuses and central office departments with administrative duties as assigned. Assignments can end or be extended based on campus need. The Office of Staffing and Recruiting will assist campuses and central office departments with temp/hourly administrator requests.

This position requires knowledge and skill in the use of personal computers (Word, Excel, etc.). Incumbent must:

- Interact professionally with all types of individuals.
- Possess and demonstrate leadership skills, organizational skills, verbal/written skills, communication skills, and flexible/interpersonal dynamics.
- Support effective implementation and monitoring of District-wide policies and procedures.
- Effectively demonstrate collaboration, communication, connection, cultural proficiency, creativity, and critical thinking.
- Plan and manage multiple projects, present, and maintain accurate records.

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.

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JOB PURPOSE AND RESPONSIBILITY:

In order to provide a quality education for our students, maintain instructional programming and ensure the safety of students and staff given changing conditions, temporary roles and responsibilities may be adjusted at any time to reflect the District's current instructional environment.

ESSENTIAL FUNCTIONS:

- Have knowledge about planning, staff development, and personnel management.
- Ability to lead, inspire, motivate, and involve others to create quality learning and work environments for students and staff.
- Demonstrate both leadership and management skills, work well with staff and the community, and communicate effectively both orally and in writing.
- Have the ability to problem solve and handle a variety of administrative duties within tight timeframes.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

OTHER DUTIES AS ASSIGNED:

Performs 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. Reasonable accommodations will be made if necessary. This position involves working in a high-volume setting in an office or school environments. This position may involve rare exposure to blood or body fluids. Regular attendance and Districtwide travel may be required.

PERSONAL WORK RELATIONSHIP

This position works under the general supervision of the appropriate supervisor, with latitude for independent decision-making in assigned areas. This position is expected to promote and encourage the District Goals and Initiatives.

The Austin Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, ethnicity, religion, national origin, gender, disability, sexual orientation, genetic information, gender identity, or gender expression or any other basis protected by law in educational programs or activities that it operates or in employment decisions.

I have read & acknowledge the job description above.			
Employee Signature:		**Date:**	