# AUSTIN ISD
# JOB DESCRIPTION

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| JOB TITLE: | **SPECIALIST PROJECT II** | | | FLSA STATUS: | **EXEMPT** |
| PAY GRADE: | **PRF 2** | DUTY DAYS: | **187** | DATE REVISED: | **03/03/2025 HC** |
| FUNDING SOURCE: | **THIS POSITION IS LOCALLY FUNDED.** | | | | |

**MINIMUM QUALIFICATIONS:**

A Bachelor's degree in Education, Social Sciences, Human Resources, Public Administration or related field from an accredited college or university is required. A Master's degree is preferred. Three (3) years of related experience is required.

**SKILL REQUIREMENTS:**

This position requires knowledge of current education and instructional theories, methodologies, techniques, and principles. Incumbent must have the ability to coordinate projects and programs for a substantial number of schools, students, and families. Incumbent must be able to communicate effectively, work with others as a team, organize and maintain records, evaluate performance, provide constructive feedback, and manage time and resources effectively and efficiently. Work requires creativity and adaptive thinking to match program objectives.

**JOB PURPOSE AND RESPONSIBILITY:**

Incumbent is responsible for providing leadership in the design and coordination of activities/projects and collaboration efforts, implementation and evaluation of programs which are directly linked to the educational initiatives of individual schools and the District. In the area of Student Support Services, incumbent may support the implementation of quality after school programming throughout the District.

**ESSENTIAL FUNCTIONS:**

- Work with school staff and administrators to identify and address specific program/project needs.
- Provide leadership in a team of staff members to develop a comprehensive component of programs which address the needs of students and families in the District.
- Develop a broad-based approach to sustain the funding of assigned program/projects in the District, including collaboratively researching and writing grant applications.
- Monitor compliance with all after school grant requirements.
- Monitor evaluation design and coordinate the evaluation components of grants.
- Design and implement 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 and focus on achieving equitable outcomes.

**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 and standing; 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 (15-44 pounds)

**Environment:** Standard office environment

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

**PERSONAL WORK RELATIONSHIPS:**

Incumbent receives regular administrative supervision. It is expected that some incumbents will be more involved than others in planning and coordinating program activities. 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 & acknowledge the job description above.**

| **Employee Signature:** | | **Date:** | |
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