

AUSTIN ISD

JOB DESCRIPTION

JOB TITLE:	ADMINISTRATIVE SUPERVISOR LEGAL SERVICES		FLSA STATUS:	EXEMPT	
PAY GRADE:	ADM 3	DUTY DAYS:	226	DATE REVISED:	04/30/2025 HC
FUNDING SOURCE:	THIS POSITION IS LOCALLY FUNDED.				

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university is required. Two (2) years of related experience is required. Supervisor experience is preferred.

SKILL REQUIREMENTS:

This position requires knowledge and understanding of the Texas Public Information Act as well as the Federal Educational Rights & Privacy Act. Incumbent must have thorough knowledge of Federal, State, and local rules and regulations pertaining to open records, records retention, and student records. Incumbent must have demonstrated policy and legislative analysis capabilities. Incumbent must have strong organizational skills and a keen ability to develop processes to maximize operational efficiencies. Incumbent must possess the ability to work with others and maintain an effective working relationship with co-workers, supervisors, and school personnel. Incumbent must have effective communication, presentation, and management skills. Incumbent must have excellent oral and written communication skills. Employees in this position must have effective communication, presentation, and management skills. Incumbent 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 manages the AISD's public information program and advises campus and District administrators regarding records retention and public information requirements. Additionally, the position will manage efficiencies and operations of the Office of the General Counsel.

ESSENTIAL FUNCTIONS:

- Prepare and render guidance to the District's campuses and departments on the requirements of the Public Information Act.
- Review requests for public information and determine whether an exception to disclosure may apply; prepares requests for opinion from the Attorney General's Office.
- Perform research on issues related to the Texas Public Information Act and the Family Educational Rights & Privacy Act.
- Identify District stakeholders who may possess pertinent information in response to a public information request; reviews information to determine whether it is relevant to request.
- Attend and provide advice at District and District-related meetings as directed by the General Counsel.
- Receive and respond to telephone and email inquiries from staff related to legal matters affecting the District.
- Conduct professional development/training and prepare training materials for designated staff regarding open records, records retention, and other topics as assigned.

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- Remain current with Federal and State laws and rules impacting Austin ISD policies and procedures, especially as related to public information and records retention.
- Assist in the development and revision of District policies and administrative procedures.
- Monitor legal operations and collect data to develop analyses, reports, key performance indicators in a format to enhance legal advisement to the District.
- Oversee office management and organization and develop processes to create efficiencies for optimal operation of the office.
- Manage administrative function of the Office of the General Counsel, which may include directing individuals that come in contact with the Office of the General to the appropriate District staff, processing invoices, and responding to communications made to the Office of the General Counsel.
- 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 15 pounds)

Environment: Standard office setting

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

PERSONAL WORK RELATIONSHIP

This position reports directly to the appropriate supervisor of the department. Incumbent will have contact with other Austin ISD personnel.

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: