

AUSTIN ISD

JOB DESCRIPTION

JOB TITLE:	ADMINISTRATIVE SUPERVISOR CAMPUS SUPPORT			PAY GRADE:	CAD 2
DUTY DAYS:	226	FLSA STATUS:	EXEMPT	DATE REVISED:	08/04/2025 HC
FUNDING SOURCE:	THIS POSITION IS LOCALLY FUNDED				

MINIMUM QUALIFICATIONS:

A Master's degree from an accredited college or university in educational leadership or administration is required. Five (5) years of successful Special Education classroom experience, demonstrated successful leadership, supervision, and professional development experience in Special Education is preferred. Administrative or Principal certification is preferred.

SKILL REQUIREMENTS:

Knowledgeable in the federal, state, and local rules and regulations associated with servicing students. This position requires skilled planning, organization, and management of program delivery services to communicate and ensure program compliance for effective implementation of educational services to students. Skilled in data analysis and the organization of data interpretation for planning and coordination of activities related to the delivery of services to students. This position requires good interpersonal and organizational skills and the ability to communicate effectively, orally and in writing with all levels of management. Must have a working knowledge of technology and applicable software. Incumbent must have the ability to communicate effectively using a variety of media, work with others as a team, organize and maintain records, manage time and resources effectively and efficiently. Must be able to read, write, and effectively speak/communicate in English to receive and provide work-related information in a timely manner to parents, families, coworkers, employees, supervisors, principals, school personnel, volunteers, and, where appropriate, visitors and students.

JOB PURPOSE AND RESPONSIBILITY:

This position provides supervision and guidance to the campus staff regarding program implementation. Provides leadership for maintaining alignment of campus operations with the departmental goals, mission, and operating guidelines for delivering services to students with disabilities. Monitor student data and achievement for state and District assessments and ensures the implementation of program curriculum within each designated program. Create and compile data reports for planning targeted areas for improvement in program components. Assist the Director of Campus Support at the District level in providing supervision, guidance, and technical assistance to staff working with students with disabilities. Responsible for making data-driven decisions, setting direction, supervision, and review of program performance, coordination of activities, and reporting of results to supervisor. Accountable for policy recommendations, interpretation, and implementation to ensure compliance with rules, regulations, and policies. Provide professional leadership for department staff. This position must be available to assist campuses daily and offer technical assistance via phone and campus visits. May also assist with Extended School Year (ESY) programming.

ESSENTIAL FUNCTIONS:

- Responsible for providing professional learning to ensure compliance with program guidelines and support for program services to students.
- Collaborate with community partners for ongoing support and resources designed to assist teachers in their instructional practice.
- Establish data systems for campuses to plan and implement services and support for ensuring student growth and achievement.
- Facilitate staff participation for continued improvement of state performance.

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- Guide campuses in developing and implementing data-driven decisions related to program improvement and student performance.
- Support and monitor activities documented within Annual, Review, and Dismissal (ARD) Committee meetings.
- Support equity of instructional program placements and resources that align to the students' community and/or neighborhood.
- Assist in the preparation of the annual budget and expenditures.
- Review and supervise campus expenditures for compliance purposes.
- Recruit, train, supervise, and evaluate personnel, as necessary.
- Create and implement professional development activities for department and campus staff based on trends and compliance requirements.
- Facilitate the revision of any service handbooks, manuals, brochures, forms, and other publications and dispute to campuses via staff development.
- Create and compile data reports from Districtwide data systems, which input planning for students with special needs and teacher training.
- Communicate data trends to the director and staff for program monitoring, planning, and revisions in service implementation.
- Monitor and ensure compliance for continued student performance on State Performance Plans.
- Provide campus staff with ARD training related to programs, policies, laws, and regulations.
- Initiate and oversee various support systems for teacher growth.
- Provide an exceptional customer experience for all Austin ISD 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. Reasonable accommodations will be made if necessary. Services are provided in an office or school setting with no unusual physical demands or exposure to hazardous situations. Travel is required for this position. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the appropriate supervisor of the department. Incumbent meets with the Director of Campus Support regularly to receive guidance, provide status reports, address issues, and discuss budget, staffing, etc. Incumbent has daily interaction with other Austin ISD administrators, staff, and outside agencies.

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: