

AUSTIN ISD

JOB DESCRIPTION

JOB TITLE:	PART TIME ADMINISTRATOR			FLSA STATUS:	NON-EXEMPT
PAY GRADE:	P/T BASED ON PAY GRADE	DUTY DAYS:		DATE REVISED:	05/06/2025 HC
FUNDING SOURCE:	THIS POSITION IS LOCALLY FUNDED.				

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 part time work is made and a valid Texas administrative certificate as required by the State of Texas. Experience working in a public school system is preferred.

HOURS: 15 - 19 hours/week
(Not Benefits Eligible)

SKILL REQUIREMENTS:

Assist campuses and central office departments with administrative duties as assigned. Assignments can end or be extended based on campus need.

- Ability to solve problems, think critically, and manage independently.
- This position requires knowledge and skill in the use of personal computers (Word, Excel, etc.).
- 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.
- Strong organizational skills.
- Excellent communication skills.
- Courteous and helpful attitude in working with others.
- Punctuality and dependability.
- Follow District guidelines in maintaining a neat and orderly work environment and confidentiality.
- Support the District Mission in serving as a positive role model for students.
- 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:

Prepare every student with the knowledge and skills to thrive in college, career, and life. 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. Provide a culture of respect, transparency, and data-informed decision making to build trusting relationships with each other and those we serve.

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ESSENTIAL FUNCTIONS:

- Act as a resource for colleagues with less experience.
- Require in-depth knowledge and experience of subject matter.
- Perform required duties according to standard practices
- 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.

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. 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 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: