

# AUSTIN ISD JOB DESCRIPTION

JOB TITLE:	TECHNICIAN ACADEMIC MATERIALS		PAY GRADE:	NIS 8	
DUTY DAYS:	260	FLSA STATUS:	NON-EXEMPT	DATE REVISED:	09/03/2025 HC
FUNDING SOURCE:	THIS POSITION IS LOCALLY FUNDED.				

## **MINIMUM QUALIFICATIONS**

A high school diploma or equivalent is required. A Bachelor's degree from an accredited college or university with coursework in management or desktop publishing is preferred. Two (2) years of related experience is required. Detailed project management experience is preferred. A valid Texas driver's license is required and must be in possession at all times when driving an Austin ISD vehicle.

## **SKILL REQUIREMENTS**

This position requires proficiency in Microsoft Office, Google Suite, TIPWEB or comparable materials inventory e-tool, and familiarity with student information systems. The incumbent should have excellent proofreading skills. Experience with communications and graphic design software (e.g., Canva, Google Slides/Sheets, Adobe Creative Suite) is preferred. 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. Employee must be able to manipulate, analyze, and present data accurately and clearly. Incumbent should have strong analytical and problem-solving skills.

## **JOB PURPOSE AND RESPONSIBILITY**

This position is responsible for project planning, implementation, coordination, management, and monitoring of projects for Instructional Materials for grades PK - 12 + the Office of Academics. This position is expected to work with minimal direct supervision. This position will assist in acquiring and maintaining control over instructional materials for the District.

\*Instructional materials is defined as any resource that is used in classrooms to support student learning (i.e PreK resources, Kinder kitchen sets, textbook adoptions with multiple components, etc.) Incumbent will coordinate and communicate with the Texas Education Agency (TEA) and work within the TEA Educational Materials System (EMAT). Incumbent will coordinate and communicate with school administrators, warehouse personnel, procurement staff, and technology staff to operate and maintain records.

## **ESSENTIAL FUNCTIONS**

- Ensure timely and appropriate development, dissemination, and communication of curriculum and instructional materials project information to team members, through emails, minutes, correspondence, and reports.
- Guide campus administrators in safeguarding instructional materials and technology equipment and adhering to policies and procedures adopted by the State Board of Education, TEA, and Austin ISD.
- Support the Director of Academics in preparing and facilitating the Instructional Material Oversight Committee meetings with District personnel.
- Collaborate with various district directors of content and programs to ensure the accuracy of records and actual inventory of materials at the district and campuses.
- Collaborate with various directors of content and programs to ensure accurate and timely submission of instructional materials orders.

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- Conduct annual audits of inventory at both the campus level and the district level per the guidance provided in the Instructional Materials Manual and AISD Warehouse processes and protocols.
- 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 computer and peripherals

**Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Extensive walking, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Frequent moderate lifting and carrying (45 pounds)

**Environment:** Work in a standard office and campus environment; may have travel to campuses

### **PERSONAL WORK RELATIONSHIPS**

This position reports directly to the appropriate supervisor of the department..

*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:**