

AUSTIN ISD JOB DESCRIPTION

JOB TITLE:	BD ADMINISTRATIVE SUPERVISOR BOND PLANNING AND COMMUNICATIONS		PAY GRADE:	CAD 2	
DUTY DAYS:	226	FLSA STATUS:	EXEMPT	DATE REVISED:	08/28/2025 HC
FUNDING SOURCE:	THIS POSITION IS BOND FUNDED.				

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university is required. Three (3) years of related experience in strategic communication, stakeholder engagement, program implementation, or a related field is required. Two (2) years of proven experience in a school district, public agency, or related leadership environment is required. Incumbent must be proficient in Microsoft and Google Suite as well as other computerized applications. Considerable knowledge of office operations is preferred. A valid Texas Driver's License is required and must be in possession at all times when operating an Austin ISD vehicle. Travel inside of the district to various school campuses or departments is required. Supervisory experience and proficiency in Spanish are preferred.

SKILL REQUIREMENTS:

This position requires a thorough understanding of the processes of communication strategies, stakeholder engagement, and project coordination. The incumbent should be familiar with types of business correspondence, report preparation and composition techniques. This position requires demonstrated mastery of communication skills (verbal, written, and interpersonal) as well as evidence of strong analytical, strategic, critical-thinking and judgment skills. Incumbent must have the ability to manage time and resources effectively and efficiently. This position requires creativity and adaptive thinking as well as the ability to lead and meet program goals and objectives. Incumbent should have advanced computer and research skills, and excellent interpersonal and customer service skills. This position requires exceptional oral, writing, proofreading, and editing skills with a demonstrated ability to perform data analysis and problem solving; with the ability to handle multiple projects and prioritizing. Incumbent should have knowledge of the principles associated with quality customer service and the ability to establish and maintain good working relationships with other Austin ISD employees and the public. This position requires the ability to work with frequent interruptions and changes in priorities, have strong organizational skills with the ability to manage multiple projects and deadlines effectively. Ability to collaborate and build relationships across departments and stakeholder groups. The ability to lead and train others is a must. 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:

This position will support the planning and execution of bond-related projects by coordinating effective communication strategies, stakeholder engagement, and campus support efforts. This role serves as a bridge between Construction Management, Bond Planning and Communications, contractors, and campus leadership, helping ensure principals and school communities are informed, engaged, and supported throughout the project lifecycle.

ESSENTIAL FUNCTIONS:

- Support the implementation of communication strategies aligned to project milestones.
- Serve as a liaison between Construction Management, campuses, and district departments to promote clear, timely updates.

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- Serve as an advisor and thought leader for strategic planning and implementation to ensure equitable outcomes within the department and across projects
- Create and implement a professional learning plan based on needs of the department and alignment to district and bond goals
- Ensure resolution of issues and transparency are implemented for monthly campus update meetings, and CAT meetings., Collaborate with the Communications team to draft messaging for key stakeholders, including families, staff, and community groups.
- Support the planning of milestone events (e.g., groundbreakings, ribbon cuttings) and recruitment/community engagement opportunities.
- Participate in district principal and leadership meetings to share relevant updates and resources.
- Help maintain accurate records, reports, and stakeholder documentation, including contributions to monthly Leadership Weekly updates.
- Provide coaching and logistical support to campus teams during periods of transition or construction disruption.
- Assist with the development of standard processes and procedures to streamline internal coordination and stakeholder communication.
- Promote equity-centered practices and ensure all communications are inclusive, accessible, and reflective of district values.
- Maintain strict confidentiality of privileged information.
- Receive, address, and respond to inquiries, media requests, requests for information, grievances and public complaints related to CMD issues and/or information.
- Maintain effective relationships with the leadership team and facilitate the resolution of problems presented to the Executive Director of Construction Management. Act as a contact person for the Construction Management department.
- Actively pursue professional growth and development to keep abreast of current trends.
- Attend and participate in meetings with directors, project managers and other administrative personnel to address issues as they relate to bond planning and coordination with other teams.
- Perform special projects assigned by the Executive Director of Construction Management, including special reporting.
- Serve as a liaison to campus administrators whose campuses are undergoing construction, modernization, or swing space transitions.
- Effectively communicate with employees from a broad range of departments and management levels.
- Analyze reports and other documentation for propriety, timeliness, accuracy, and compliance with district, state, federal and local regulatory requirements, and policies, as well as environmental impact issues.
- Interact with community organizations to enhance communication and to understand community perceptions that impact the success of the Construction Management Department.
- Provide direction and clarification to staff on routine and non-routine matters.
- Identify potential improvements for the Construction Management department as a whole.
- 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.

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Tools/Equipment Used: Standard office equipment including computer and peripherals

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

Motion: Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Frequent moderate lifting and carrying (15–44 pounds)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme heat and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; work around moving objects or vehicles; work alone; may work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress, work with frequent interruptions

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the appropriate supervisor of the department. This position will have regular contact with AISD administrators, staff, and outside vendors.

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: