

# AUSTIN ISD JOB DESCRIPTION

|                 |                                                                                                               |              |               |                                    |
|-----------------|---------------------------------------------------------------------------------------------------------------|--------------|---------------|------------------------------------|
| JOB TITLE:      | <b>GF COORDINATOR PROGRAMS AND PROJECT MANAGEMENT</b>                                                         |              | PAY GRADE:    | <b>CAD 1</b>                       |
| DUTY DAYS:      | <b>226</b>                                                                                                    | FLSA STATUS: | <b>EXEMPT</b> | DATE REVISED: <b>09/19/2025 HC</b> |
| FUNDING SOURCE: | <b>THIS POSITION IS PARTIALLY OR FULLY GRANT FUNDED. EMPLOYMENT IS CONTINGENT UPON AVAILABILITY OF FUNDS.</b> |              |               |                                    |

## **MINIMUM QUALIFICATIONS:**

A Bachelor's degree from an accredited university or college is required. Three (3) years of experience in implementation of college and career readiness and volunteer engagement programming.

## **SKILLS REQUIREMENTS:**

- Superior communication skills, both written and verbal.
- Strong organizational and problem-solving abilities.
- Expertise in program design and operations, data analysis, and partnership development.
- Demonstrated ability to engage stakeholders, foster collaboration, and build community partnerships.
- Knowledge of Pre-K–12 education systems and postsecondary readiness initiatives.
- Ability to supervise and coach staff toward high performance and continuous improvement.

## **JOB PURPOSE AND RESPONSIBILITY**

This position provides leadership for college and career readiness initiatives managed within the Office of Innovation & Development (OID). This position is responsible for supervising College and Career Readiness Associates and coordinating the implementation of a tutoring and advising program within OID to test, refine, and determine a sustainable long-term path. The Coordinator will also contribute to the coordination of other college and career readiness (CCR) strategies and additional initiatives supported by OID. This role also manages partnerships, volunteer engagement, and reporting tied to the blend of public and private resources that make this work possible.

## **ESSENTIAL FUNCTIONS**

- Design and coordinate academic support in assigned high schools.
- Supervise, coach, and support Associates to ensure consistent, high-quality student services.
- Align program efforts with OID priorities, campus goals, and Austin ISD's broader goals for student success.
- Monitor student progress, analyze outcomes, and use data to inform program improvements and external reporting.
- Support the development and submission of grant proposals and reports to sustain and expand programming.
- Develop and coordinate a comprehensive volunteer engagement strategy in collaboration with community partners.
- Recruit, train, and support volunteers serving as tutors and mentors.
- Cultivate partnerships with higher education institutions, community organizations, and funders to strengthen program design and delivery.

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- Serve as a thought partner in evaluating the incubation phase and determining the long-term sustainability of the program.
- \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 RELATIONSHIPS**

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

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**I have read & acknowledged the job description above.**

**Employee  
Signature:**

**Date:**