

# AUSTIN ISD

## JOB DESCRIPTION

JOB TITLE:	<b>BD ADMINISTRATIVE SUPERVISOR COMMUNICATION AND ENGAGEMENT</b>			FLSA STATUS:	<b>EXEMPT</b>
PAY GRADE:	<b>CAD 2</b>	DUTY DAYS:	<b>226</b>	DATE REVISED:	<b>09/02/2025 HC</b>
FUNDING SOURCE:	<b>THIS POSITION IS BOND FUNDED.</b>				

### **MINIMUM QUALIFICATIONS**

A Bachelor's degree from an accredited college or university is required. Four (4) years combined experience in the areas of community engagement or experience in government relations, constituent services, business, communications, public administration, public relations, education, or related field is preferred. Specialized training and experience in group facilitation, planning, participatory decision-making, and engagement of diverse communities is preferred. Fluency in English and Spanish is preferred. A valid Texas driver's license is required. Some district-wide and state travel required.

### **SKILL REQUIREMENTS**

This position requires a thorough understanding of the of community engagement and communications services, including public relations and stakeholder involvement principles and strategies. The ability to manage time and resources effectively and efficiently is required. Creativity and adaptive thinking to match programs and objectives and to address challenges efficiently and effectively is required. This position requires knowledge and skill in the use of personal computers and their applications and experience using Microsoft Office, databases, mobile devices, and other software. Knowledge of regional and local community dynamics and political environments is required. The incumbent must have knowledge of customer service and customer relations, problem solving and tools for use in conflict management. This position requires team management skills to fully leverage talents of diverse people working together, and conflict management to deal with complex or sensitive situations and ensure the positive image of Austin ISD. The incumbent must have excellent oral, written, and interpersonal communication skills with the ability to effectively interact, establish and maintain effective working relations with all levels of employees, the public, and media representatives. The incumbent must possess organizational development, management, planning and problem-solving skills. Knowledge of strategic planning, implementation and collaborative project management best practices, survey design and analysis and the ability to produce, edit, and refine professional documents is preferred. Experience with formatting documents and presentations for accessibility is preferred.

### **JOB PURPOSE AND RESPONSIBILITY**

The Administrative Supervisor is responsible for the development and implementation of a comprehensive community engagement program to facilitate the achievement of District strategic goals, comply with statutory public involvement requirements, and build community trust. This position works directly with internal and external stakeholders, including District, community, business, media, and elected leaders to facilitate projects and programs that develop, maintain, and strengthen community relationships. This is accomplished through a program of work in three (3) general areas: Public Participation in District decision-making, community liaison, and community engagement programs. This position is responsible for assisting the Executive Director In the effective direction and implementation of community engagement projects, including but not limited to the District's long-range plan and bond-planning related projects. This position is responsible for the planning, direction and oversight of community engagement and communications services, including public relations and community engagement for these operational areas. Incumbent provides direction, supervision, guidance and support to community engagement staff and operations. The incumbent collaborates to allow for coherence with the overall communications and engagement strategy of the district.

### **ESSENTIAL FUNCTIONS**

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- Assist, direct support, plan, organize and execute community engagement and external communication of bond-funded projects, including long-range planning, bond planning, family engagement and other comprehensive public involvement projects
- Manage community engagement and external communications events, activities and programs related to the Bond, and to the fulfillment of robust operational needs and meeting logistics.
- Assist and collaborate with team members to ensure the management and direction of the design, implementation, and operation of a comprehensive community involvement program. The work requires engagement and outreach to Austin ISD campus communities, neighborhood, business, civic organizations, and social meetings, events, and public hearings.
- Conduct bond research, design surveys and survey analysis, and prepare presentations, promotional materials, reports, and other work products for community engagement and communications.
- Build relationships and partnerships with internal and external stakeholders, administrative staff, campus staff and leadership, families, community, and business leaders to support Austin ISD's community engagement and external communication goals for bond projects and long-range plans.
- Work collaboratively and cross-functionally with other departments and external consultants to design and develop messages and materials for dissemination to the public.
- Design co-creative partnerships with the communities served in the Austin ISD area with the goal of providing equitable public participatory opportunities in district decision-making.
- Collaborate with consultants, constituents and other District staff regarding issues that arise pertinent to the community engagement and external communications' areas.
- Prepare long-term and short-term facility planning activities with a focus on equitable outcomes, including the Long-Range Plan and Educational Specifications updates, in collaboration with the Planning and Asset Management, Operations, and Construction Management teams and other public entities.
- Collaborate with Internal and external stakeholders concerning bond program analysis, design needs, and coordination of project implementation for the AISD. Recommend solutions as needed.
- Participate in long-range planning efforts, including updates to the district's long-range plan. This may include serving as a committee project manager and conducting outreach efforts.
- Assist in providing insight, guidance, and assistance to Implementation supervisors and AISD stakeholders to assure effective bond project planning, implementation, communication, and community engagement strategies.
- Assist in the collaboration with District vendors.

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- Provide an exceptional customer experience for all AISD stakeholders with culturally responsive 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:** Frequent walking, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

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

**Environment:** Work in a standard office environment; may work irregular hours; occasional prolonged hours; may have districtwide travel.

### **PERSONAL WORK RELATIONSHIPS**

This position reports directly to the appropriate supervisor of the department. Incumbent receives instruction and guidance from this position and provides information and progress reports as requested. Incumbent will have regular contact with District administrators, other Austin ISD staff, leadership, consultants, community constituents and students.

*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:**