

# AUSTIN ISD

## JOB DESCRIPTION

|                 |                                           |            |               |                      |
|-----------------|-------------------------------------------|------------|---------------|----------------------|
| JOB TITLE:      | <b>PART TIME SPECIALIST OFF CAMPUS PE</b> |            | FLSA STATUS:  | <b>NON-EXEMPT</b>    |
| PAY GRADE:      | <b>P/T NIS 6</b>                          | DUTY DAYS: | DATE REVISED: | <b>10/31/2025 HC</b> |
| FUNDING SOURCE: | <b>THIS POSITION IS LOCALLY FUNDED.</b>   |            |               |                      |

### **MINIMUM QUALIFICATIONS:**

A Bachelor's degree in Physical Education, Health Education, Public Administration, or related field from an accredited college or university is preferred. A valid Texas teaching certificate or experience as a Teacher Assistant working in Physical Ed is preferred. One (1) year of youth sports coaching is preferred. A valid Texas driver's license is required. Travel is required to Off Campus Physical Education agencies. Experience with Google Suite and documentation methods are preferred.

### **SKILL REQUIREMENTS:**

This position requires mental alertness, a pleasant and cooperative attitude. Incumbent must have the ability to coordinate projects and programs for a substantial number of schools, students, and families. Incumbent must be able to communicate effectively, work with others as a team, organize and maintain records, evaluate performance and provide constructive feedback, and manage time and resources effectively and efficiently. This position requires that the incumbent is able to work within Google Suite. Work requires creativity and adaptive thinking to match program objectives. 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.

- Strong project coordination and organization skills
- Able to work in non-traditional settings.
- Ability to manage multiple sites and maintain accurate records
- Skilled in effective, culturally responsive communication
- Proficient in Google Workspace tools
- Demonstrates initiative, adaptability, and a collaborative mindset
- Ability to provide constructive feedback to students and agency staff.

### **JOB PURPOSE AND RESPONSIBILITY:**

This position supports the implementation and oversight of Austin ISD's OCPE program. This role ensures students participating in external physical education programs meet district requirements by documenting progress, conducting site visits, and serving as the liaison between AISD and agency partners. This position provides oversight, documentation, and program support for Austin ISD's Off Campus Physical Education program. The OCPE Specialist is responsible for monitoring student progress at off-site physical Education agencies, securing program compliance, and facilitating communication between AISD and external partners. This position is responsible for providing leadership in the design and coordination of Off Campus Physical Education Program and collaboration efforts, implementation and evaluation of this program which are directly linked to the educational initiatives of individual schools and the district. This position will travel to individual student off campus facilities and provide documentation on student progress, confirm student lessons are completed, and provide feedback to administrators within each facility. Incumbent may also maintain contacts within the community to develop programs and utilize additional instructional methodologies.

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### **ESSENTIAL FUNCTIONS:**

- Work with the Health and Physical Education Supervisor and Off Campus Physical Education Agencies to identify and address specific program/project needs.
- Provides leadership to develop a comprehensive component of this program, which addresses the needs of students receiving physical education requirements.
- Monitor agencies and students to ensure all requirements are being met.
- Design and implement professional development to agencies' staff.
- Document individual student progress and report back to the student's campus the findings.
- Monitor student assignments that are a requirement by the agency or the home campus and document accordingly.
- Collaborate with the supervisor and approved agencies to address program needs.
- Conduct site visits to monitor agency compliance and student participation.
- Maintain records of student progress and agency adherence to AISD expectations.
- Provide coaching and basic guidance to agency instructors as needed.
- Ensure students and agencies submit required assignments and documentation.
- Communicate regularly with campus staff to provide updates on student progress.
- Foster a professional and supportive experience for families and partners.
- 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:**

This position requires frequent 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; occasional bending/stooping, pushing/pulling, and twisting.

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching, walking

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Standard office setting, student physical education and fitness/sports environments, daily travel between AISD campuses and off-site agency facilities.

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

### **PERSONAL WORK RELATIONSHIPS:**

This position reports to the appropriate supervisor of the department. Incumbent will consult frequently with staff members. Incumbent receives regular administrative supervision. It is expected that some incumbents will be more involved than others in planning and coordinating program activities. The supervisor may provide detailed instruction regarding changes in policies,

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procedures, or laws, or in reference to unusual circumstances or problems. Incumbent has significant contact with principals, teachers, parents and other school staff to offer guidance, exchange information, and develop programs. This position will collaborate with campus administrators, school counselors, parents, students, and agency personnel and maintain community contacts to support external program development and quality assurance.

*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:**