

**AUSTIN INDEPENDENT SCHOOL DISTRICT**  
**JOB DESCRIPTION**  
**JOB TITLE: ASSISTANT SUPERINTENDENT OF OPERATIONS**

Pay Grade: AP14  
Job Code: 21290

FLSA Status: Exempt  
Revised: 09/01/2021

**AUSTIN ISD EQUITY STATEMENT:**

Austin ISD is committed to developing shared definitions and expectations of equity across our District that are consistent with our Board priorities. The definition of equity from the National Equity Project will guide our transformational work.

- *Educational equity means that each child receives what they need to develop to their full academic and social potential. Working Towards Educational Equity:*
- *Ensuring equally high outcomes for all participants in our educational system; removing the predictability of success or failures that currently correlates with any social or cultural factor;*
- *Interrupting [Disrupting] inequitable practices, examining biases, and creating inclusive multicultural school environments for adults and children; and*
- *Discovering and cultivating the unique gifts, talents and interests that every human possesses. <https://nationalequityproject.org/>*

-Austin ISD Board President, February 2019

**MINIMUM QUALIFICATIONS:**

This position requires a Master's degree from an accredited university or college. A minimum of seven (7) years of progressively responsible senior-level experience is required.

**SKILL REQUIREMENTS:**

This position requires a strong background and knowledge of school district operations. Incumbent must have excellent organizational, time management, oral presentation and written communication, public relation and interpersonal skills. Incumbent must possess the ability to design and implement policies and procedures, create and manage multiple budgets, analyze and interpret data. Incumbent must have knowledge and skill in the use of personal computers and their software. Proficiency in Microsoft Word and Excel and in other computerized applications is required. The employee 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 when appropriate, visitors and students. Bilingual in Spanish is preferred.

**JOB PURPOSE AND RESPONSIBILITY:**

The Assistant Superintendent for Operations is responsible for supporting the facilitation and implementation of an array of projects, initiatives, and teams. Incumbent provides leadership and supervision to staff on compliance and policy matters that impacts funding, compliance, and program outcomes. This Assistant Superintendent for Operations is a critical leadership role that

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directly affects the acceleration of improved student achievement. The incumbent will direct, monitor, and strengthen projects and initiatives to ensure all services are implemented within federal, state, and local regulations. This position provides leadership to support executive directors to develop and implement policies and procedures for identifying and meeting the department goals and directs comprehensive planning and coordination. The incumbent will also lead, assist, and supervise all divisions of Operations in alignment with the district's mission to provide outstanding opportunities for all students. Incumbent is also responsible for ensuring the implementation of Board policies.

**ESSENTIAL FUNCTIONS**

- Provide leadership to set a clear vision and goals for all divisions within Operations to support a strong workforce that helps the District realize its vision, board priorities, and strategic initiatives/plan.
- Assist the Chief of Operations in establishing and implementing board policies and procedures related to the divisions of Operations. Communicate guidelines inherent in those policies and oversee implementation of the policies.
- Ensure department compliance with District, State and Federal rules and regulations.
- Demonstrate cultural proficiency, sensitivity, and equity. Confront preconceptions and model open dialogue about race, culture, class and other issues of difference with staff and community.
- Attend and participate in meetings with Executive Leadership departmental directors, campus leaders, and other administrative personnel to address items as they relate to the department, including planning and coordination with other departments and within department areas.
- Review, monitor and approve fiscal expenditures for all department budgets and resources.
- Oversee the development, implementation, and monitoring of long-range goals of Operations.
- Assess the effectiveness of the department and effectively prioritize, plan and implement improvements, as needed.
- Establish processes for quality controls, operational efficiency and accuracy in departmental work.
- Work closely with the departments of Construction Management, Planning and Asset Management, Facilities Maintenance, Food Service and Warehouse Operations, and Transportation to promote a systematic approach to program improvement.

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- Demonstrate awareness of District and community needs and interface with governmental agencies, business and civic organizations, and the community to provide needed information.
- Develop partnerships with local, state, and national groups that leverage resources and expertise in supporting AISD.
- Plan and budget resources and materials needed to accomplish goals and services.
- Evaluate project progress and prepare status and special reports for review and discussion by the Chief of Operations, Superintendent, and Board of Trustees.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

**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. Reasonable accommodations will be made if necessary. Work is performed in an office, school setting or project site. Position requires sitting, standing and traveling to campuses. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

**PERSONAL WORK RELATIONSHIPS:**

This position reports directly to the Chief of Operations and represents the District in many organizations and at civic events. Incumbent has regular contact with school administrators and central office staff.

The Assistant Superintendent of Operations manages the following direct reports:

- Executive Director of CMD Primary
- Executive Director of CMD Secondary
- Executive Director of Transportation and Fleet Management
- Executive Director of Facilities Maintenance

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- Executive Director of Food Service and Warehouse Operations
- Executive Director of Planning and Asset Management
- Director of Sustainability
- Other clerical and technical staff

The Austin Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, ethnicity, religion, national origin, gender, disability, sexual orientation, genetic information, gender identity, or gender expression or any other basis protected by law in educational programs or activities that it operates or in employment decisions.