

AUSTIN INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION
JOB TITLE: GRANT SPECIALIST-CULTURAL PROFICIENCY

Pay Grade: P08
Job Code: 20451

FLSA Status: Exempt
Revised: 12/10/19

MINIMUM QUALIFICATIONS:

This position requires a Bachelors' degree from an accredited college or university in one of the following fields: education, public affairs or relations, social sciences, administration or related field. A Master's degree is preferred. Incumbent must have a minimum of five (5) years of total experience in education, public affairs or relations, social sciences or administration.

SKILL REQUIREMENTS:

This position will oversee and supervise all aspects of the three-year U.S. Department of Justice Comprehensive School-Based Approach to Youth Violence and Victimization Program. Employees in this position must be skilled in supporting the proactive equity-focused implementation of youth violence and victimization prevention, intervention and accountability in a middle and/or high school-based setting. Incumbent must have the capacity for teamwork and for developing sensitive working relationships with students, faculty, staff, parents and the community. Incumbent must have the ability to manage thoughtfully the personal, political and institutional dynamics related to equity, access and social justice issues in central office departments and schools. Incumbent must have proven ability to address issues of race equity and educational access in programming implementation. This position requires superior communication skills, both written and verbal and other personal skills needed for grant implementation and development. Incumbent must have the ability to manage multiple projects at any given time and work under tight deadlines to maintain solid working relations with various AISD administrators, campus staff and members of community organizations. This position demonstrates a commitment to children and families and maintains an expertise related to cultural proficiency, culturally-responsive pedagogy, social justice, whole child, anti-bias education, equity, access and restorative educational practices. This position requires excellent interpersonal communications needed for grant management, regulation interpretation, information dissemination, conference/workshop presentations and convening of stakeholders. This position requires knowledge of school and district policies and procedures; student support systems; and state and federal regulations. Incumbent must have the ability to make judgments based on multiple stakeholder input. Incumbent must be able to relate well with district and campus staff, service providers, funders and other community stakeholders. This position must be able to display initiative, work independently and function under stress and time requirements. This position requires successful experience coordinating and organizing a high-level multi-agency team. Incumbent should have excellent technology skills, including word processing, Google suite, presentation and reports. Incumbent must have a valid Texas driver's license or have the ability to obtain one.

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JOB PURPOSE AND RESPONSIBILITY:

Incumbent is primarily responsible for coordinating the planning, preparation and post-award program and budget management and reporting for a comprehensive grant-funded program for AISD; providing guidance and assistance to district staff in the interpretation of relevant regulations and requirements; managing contracts and procurement related to the grant; and developing, writing and submitting grant work plans and deliverables. Incumbent must be able to implement practice to build personal capacity and growth around topics such as (but not limited to) race, class, gender identity, gender expression, sexual orientation, ethnicity, national origin, language and religion to support healthy-functioning, whole-child-focused, inclusive communities. This position is responsible for the coordination of the OJJDP grant on behalf of AISD, including related systems, processes and programs. Incumbent is responsible for coordinating and monitoring compliance with all grant requirements and deliverables. This includes attending and promoting, ongoing professional learning and related activities to ensure the success of the grant for all stakeholders. Incumbent is involved in coordinating collaboration and delivery of service provided by AISD departments and service providers and will serve as the point of coordination on behalf of AISD for the Grant Project Management Team.

ESSENTIAL FUNCTIONS:

- Develop multi-year project work plan and ensure timely completion of budgets, reports and team member deliverables.
- Work closely with Whole-Child campus support staff (Social Emotional Learning, Multi-Tiered Systems of Support, Counseling, Dropout Prevention, Health Services) to organize service delivery for students, staff, families, community members and campus staff.
- Coordinate project plans and deliverables with campus and district leadership and personnel, including provision of supplemental pay to those providing services outside of regular duty days.
- Support Austin ISD Race Equity Council to convene OJJDP Grant multi-agency Stakeholder Team, including planning meetings, creating agendas and associated documents and communicating regularly with Team to advance project goals.
- Coordinate with external partners and campus staff to establish and expand mentoring services, peer support networks and other identified interventions on project campuses.

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- Support campus-based restorative staff and ensure provision of mental health services on project campuses.
- Communicate in a way that respects different cultures and backgrounds. The incumbent must understand their own cultural view and way of being and ultimately how that affects people from backgrounds different from their own.
- Operate from a culturally responsive restorative lens in all aspects of job-related functions and roles.
- Display social and emotional intelligence in interactions with students, caregivers, teachers, community members, school and district staff.
- Engage in ongoing professional learning to provide Anti Racist and Equity centered service delivery, build personal capacity, enhance skills to remain in compliance and to build an understanding of cultural responsiveness, cultural proficiency, social emotional skill development, positive child identity development, response to intervention and relevance of all to restorative practices.
- Coordinate and monitor compliance with all grant requirements, including any local, state and federal regulations, and maintain ongoing communication with OJJDP program officer and OJJDP Technical Assistance Provider.
- Support campus restorative staff in developing teacher and administrator understanding and implementing a continuum of culturally responsive restorative practices and protocols in collaboration with project campuses, community partners, and central office departments.
- Operate from a clear understanding of cultural responsiveness, cultural proficiency, social emotional skill development, response to intervention and relevance of all to restorative practices and the success of the OJJDP program.
- Develop personal capacity and support staff capacity to differentiate between the concepts of equity and equality connected to the inclusion of historically marginalized student populations (i.e. males of color, English language access and refugees) in discipline and special education referrals and underrepresentation in gifted and talented and college access programming.
- Coordinate progress towards grant goals across departments within the district and project campuses including planning communication about project goals and services.

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- Support the design of training and technical assistance materials for district staff, service providers, funders and other relevant stakeholders as necessary to complete grant deliverables.
- Analyze and interpret a variety of topics (grant regulation, community service impact models, etc.) for the purpose of making recommendations.
- Represent the project at public meetings, district meetings and other events, as required. Work with project team, to include campus-based restorative staff, providers and key district staff (e.g. Research and Evaluation, SEL/MTSS, Finance, Innovation and Development), ensure fidelity of implementation, and spearhead the continuous improvement process.
- Provide regular updates of progress toward identified grant goals and deliverables to the project team, AISD leadership, service providers, funders, community groups and other relevant stakeholders.

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:

Services are generally provided in an office or school setting. Some local travel within and outside of the district is required. Incumbent must have his/her own transportation and be willing to work evenings and weekends when necessary. Some movement is generally necessary to facilitate learning/meetings (e.g., standing, walking, stopping, bending, sitting, and/or kneeling). Light lifting of materials and other objects associated with a classroom environment is required (e.g., books, teaching aids, up to approximately 20-40 lbs.). Computer use is required, and prolonged use may result in repetitive hand motion. 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 Administrative Supervisor of Race and Equity. Incumbent will provide information and status reports and/or receive instruction and guidance. Incumbent will have regular contact with administrators, outside vendors, community partners, and other AISD staff. Incumbent works independently, with little to no supervision, performing complicated and nonstandard assignments.

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Note: This position is funded by a three-year grant from the U.S. Department of Justice Office of Juvenile Justice and Delinquency Prevention.