

AUSTIN ISD JOB DESCRIPTION

JOB TITLE:	DEPUTY SUPERINTENDENT OF BUSINESS AND OPERATIONS		PAY GRADE:	CAD 8	
DUTY DAYS:	226	FLSA STATUS:	EXEMPT	DATE REVISED:	12/18/2025 HC
FUNDING SOURCE:	THIS POSITION IS LOCALLY FUNDED				

JOB PURPOSE AND ADDITIONAL INFORMATION:

The Deputy Superintendent of Business and Operations serves as the District’s chief operational executive and a key strategic advisor to the Superintendent and Board of Trustees. Tasked with the stewardship of the District’s resources, this role oversees a \$1.6B annual operating budget and a \$2.4B multi-year capital bond program. Beyond fiscal management, the Deputy Superintendent leads an operational team of over 2,500 staff members, playing a foundational role in an organization of more than 10,000 employees.

This executive leader directs the seamless integration of Finance, Operations, Information Technology, and Talent Strategy, breaking down organizational silos to ensure that non-instructional systems support student achievement and allocated services promote learning in the classroom. The Deputy Superintendent is responsible for transforming administrative functions into value-added services, ensuring that every dollar spent and every operational decision directly advances the District's academic mission.

Key mandates for this position include:

- **Strategic Asset Management:** Leading the planning and execution of long-range Capital Improvement Plans (Bond Programs), ensuring that voter-approved construction and modernization projects deliver state-of-the-art learning environments on time and within budget.
- **Financial Sustainability:** Developing thoughtful budgets that ensure long-term solvency, optimizing state and federal funding streams, and implementing frameworks to evaluate program effectiveness.
- **Operational Excellence:** Overseeing the operational functions of the District—including transportation, food services, maintenance, and safety—to guarantee safe, efficient, and compliant environments for students and staff.
- **Enterprise Risk & Compliance:** Serving as the District’s primary risk manager, ensuring rigorous compliance with Texas Education Agency (TEA) regulations, federal laws, and local policies while proactively mitigating financial, physical, and digital security risks.

Ultimately, the Deputy Superintendent champions a culture of transparency, accountability, and customer service, ensuring that the District’s infrastructure is robust, resilient, and ready to meet the evolving needs of the Austin community.

MINIMUM REQUIREMENTS:

Education:

- **Required:** Bachelor’s degree in Business, Educational Administration, Finance, Information Technology, Construction Management, Engineering, or a related field.
- **Preferred:** Doctorate degree or Master’s in Business Administration (MBA), CPA (Certified Public Accountant) / RTSBA (Registered Texas School Business Administrator) certification, or Professional Engineer (PE) licensure.

Experience:

- Minimum of ten (10) years of progressive leadership experience in public administration or executive management.
- Minimum of five (5) years of supervisory experience at a senior executive level (Chief Officer or Assistant Superintendent level preferred).
- Demonstrated experience managing large-scale budgets and capital improvement/bond programs.

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- Create spreadsheets, and monitor and evaluate complex data.
- A valid driver's license is required. This position will require frequent travel to campus and District locations and occasional out of district travel.

SKILL REQUIREMENTS:

- **Financial Acumen:** Deep knowledge of Texas public school finance, fund accounting, and tax laws.
- **Operational Expertise:** Proven ability to manage logistics-heavy departments (transportation, construction, food service).
- **Change Management:** Ability to lead large teams through organizational change and modernization initiatives.
- **Crisis Management:** Skilled in making high-stakes decisions under pressure regarding safety, weather events, or operational failures.

ESSENTIAL FUNCTIONS:

Executive Strategy & Senior Leadership

- **Board & Superintendent Advisory:** Serve as the primary strategic advisor to the Superintendent and Board of Trustees regarding the district's financial health and operational stability. Prepare and present detailed data analysis, financial forecasts, and operational reports during public Board meetings and workshops.
- **Strategic Plan Execution:** Lead the translation of the District's Strategic Plan into operational realities. Develop and monitor Key Performance Indicators (KPIs) for all reporting departments (Finance, Operations, Talent, IT) to ensure resources are directly tied to student academic outcomes.
- **Policy Development:** Review, recommend, and draft Board Policies (Legal and Local) related to business and non-instructional operations. Ensure all administrative regulations are current and compliant with Texas Education Agency (TEA) and federal guidelines.
- **Crisis Management & Business Continuity:** Serve as a key leader in district emergency response. Oversee the development of business continuity plans to ensure payroll, food service, and critical infrastructure continue to function during weather events or other crises.

Financial Stewardship & Fiscal Management

- **Comprehensive Budget Cycle:** Direct the development of the annual operating budget. Facilitate a transparency-driven budget process that engages community stakeholders, campus leaders, and central office staff. Ensure alignment with "School Finance" laws (HB3) and maximizing state funding entitlements.
- **Return on Investment (ROI) Analysis:** Move beyond compliance accounting to strategic finance. Conduct regular ROI studies on district programs to determine if financial investments are yielding intended educational results, recommending the sunset of ineffective programs.
- **Audit & Compliance:** Oversee the Annual Comprehensive Financial Report (ACFR) and manage relationships with external auditors. Ensure zero significant deficiencies in internal controls regarding payroll, purchasing, and federal grant compliance.
- **Tax & Debt Management:** Manage the district's debt service portfolio, bond ratings, and tax rate adoption process in coordination with financial advisors and the Board.

Operations, Facilities & Capital Improvement (Bond)

- **Long-Range Planning & Bond Oversight:** Oversee the full lifecycle of voter-approved Bond programs, from project scope and architectural design to construction and closeout. Ensure projects are delivered on time, within budget, and to district quality standards.
- **Facility Maintenance:** Ensure the district's physical plant (millions of square feet) is safe, clean, and conducive to learning. Implement preventative maintenance schedules to extend the life of district assets (HVAC, roofing, plumbing).

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- **Auxiliary Services Leadership:**

- **Transportation:** Ensure safe, efficient, and reliable student transportation services. Oversee route optimization and fleet maintenance strategies.
- **Food Services:** Ensure nutritional compliance, financial self-sustainability, and high participation rates among students.
- **Safety & Security:** Collaborate with the AISD Police Department and Emergency Management to integrate physical security measures (cameras, access control) into facility operations and capital projects.

Talent Strategy & Organizational Culture

- **Human Capital Alignment:** Oversee the Office of Talent Strategy to ensure that recruitment, retention, and compensation strategies are financially viable and market-competitive. Oversee position control systems to strictly align hiring with budget authorizations.
- **Culture of Service:** Foster a customer-service orientation across all operational departments. Ensure that "back-office" teams (payroll, HR, maintenance) view principals and teachers as their primary clients.
- **Leadership Pipeline:** Mentor and evaluate Executive Directors and Officers. Create professional development pathways for operational leaders to build succession depth within the organization.

Information Technology & Data Governance

- **Infrastructure Strategy:** Oversee the Information Technology division to maintain a robust, secure network infrastructure that supports student device deployment, instructional technology, and digital curriculum.
- **Cybersecurity & Risk:** Oversee enterprise risk management related to data privacy and cybersecurity. Ensure the district has robust defenses against threats and complies with data privacy laws (FERPA, etc.).
- **Systems Integration:** Oversee the integration of disparate business systems (ERP, HRIS, Student Information Systems) to improve data accuracy and reduce manual administrative work for campus staff.

Community Engagement & Relations

- **Stakeholder Trust:** Act as a liaison to Bond Oversight Committees, Budget Advisory Committees, and other community groups. Translate complex financial and construction data into accessible information for the public.
- **Intergovernmental Relations:** Represent the district in operational matters with the City of Austin, Travis County, and other governmental entities regarding zoning, permits, joint-use agreements, and tax increment financing.

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. Work is generally performed in a standard office environment but may require some travel to different District locations. 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 Superintendent and supervises executive leadership of the Offices of Talent Strategy, Finance, Operations, and Information Technology.

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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 & acknowledged the job description above.

Employee Signature:

Date: