

**FORT SAM HOUSTON INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

**Job Title:** Transition Learning Center Coordinator  
**Reports to:** Principal  
**Dept./School:** Robert G. Cole High School

**Exemption Status/Test:** Nonexempt  
**Date Revised:** March 28, 2026  
**Number of Days Employed:** 187  
**Pay Grade:** C7

**Primary Purpose:**

Supervise students in a computer-based learning center

**Qualifications:**

**Education/Certification:**  
Bachelor's degree or higher

**Special Knowledge/Skills:**  
Working knowledge of office equipment; a high level of interpersonal and organizational skills; ability to multi-task

**Experience:**  
Two or more years of computer experience

**Major Responsibilities and Duties:**

1. Enroll students in various on-line learning programs.
2. Monitor student progress.
3. Offer one-on-one tutoring in different subjects as required.
4. Ability to interact with students from highly varied backgrounds.

**Supervisory Responsibilities:**

None

**Equipment Used:**

Computer, printer, fax machine, copier, postage machine

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

- Work with frequent interruptions, maintain emotional control under stress.
- Repetitive hand motions.
- Occasional prolonged and irregular hours.
- Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- Promote teamwork and interaction with fellow staff members.
- Maintain confidentiality of information.
- Alternative Methods of Performing Duties.
- Perform other duties as assigned.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Campus Administrator

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources