



## CREDIT RECOVERY LAB MANAGER, SUMMER SCHOOL

Rev. June 2022

**Reports to:** Summer School Coordinator  
**Dept./Campus:** Intervention Services / Assigned Campus

**FLSA Status:** Exempt  
**Term:** June/July Sessions  
(PM hours)

### PRIMARY PURPOSE:

To supervise and assist students while they are working in a campus-based lab. Students use Edgenuity software to regain credits. Lab manager must be trained and have experience using this online curriculum.

### MAJOR RESPONSIBILITIES AND DUTIES

- Oversee student progress on the online curriculum.
- Take daily attendance.
- Notify parents/guardian if student is absent or not maintaining progress.
- Assist students when needed.
- Assist students in completing courses, teacher will fill out a completion form and turn it in to the registrar so that the credit can be placed on the student's transcript.
- Be a positive role model for students, support mission of LISD.
- Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior in accordance with Student Code of Conduct and student handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Set and maintain standards of classroom behavior.
- Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.
- Perform other duties as assigned.

### SUPERVISORY RESPONSIBILITIES

- None.

### GENERAL QUALIFICATION GUIDELINES

#### Education/Certification/Experience:

- Valid Texas teaching certificate preferred.
- Experience in classroom management and student behavior
- Experience with LISD credit recovery software.

#### Knowledge/Skills/Abilities:

- Knowledge relevant technology; and state, district, and school regulations and policies for classroom teachers.
- Skill in communication; organization; problem-solving; critical thinking; and flexibility.
- Ability to present information accurately and clearly; manage multiple priorities and projects; and instruct students; and manage student behavior.

#### Mental/Physical/Environmental Demands

*The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.*

- May be exposed to outdoor weather conditions during portions of work day.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

- Needs to move about inside the classroom or campus to monitor students as necessary.
- Maintain emotional control under stress.
- Frequent standing, stooping, bending, pulling, and pushing.
- Frequent moving of small stacks of textbooks, media equipment, desks, and other classroom equipment.
- Occasional requires lifting up to 25 pounds.
- Occasional prolonged and irregular hours.
- Ability to understand complex problems and to collaborate and explore alternative solutions.
- Ability to organize and prioritize work schedules of others on short-term basis.
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.