



**Job Title:** C.A.G Part-Time Mentor Pool Title I  
(Closing Achievement Gaps)

**Reports to:** Principal

**Exemption Status/Test:** Non-exempt

**Date Revised:** July 2025

**Dept./School:** Grant Development/Assigned Campus

**Pay Grade:** PTHRLY

---

**Primary Purpose:**

Provide supplemental practice and learning support to students to aid in targeted skill development, with a specific focus on closing achievement gaps in RLA, Math, Science, and Social Studies. Use interventions and scaffolded supports as guided by campus administration and conduct individual and small group sessions as needed to support students. Mentor and guide students designated for additional support through appropriate development of effective study habits, organizational skills, and behavioral milestones.

**Qualifications:**

**Education/Certification:**

- Bachelor's Degree **OR**
  - High school diploma or equivalent **AND**
  - Currently enrolled in a four-year University, with a minimum of 60 completed hours

**Experience:**

- Demonstrated competency in the core academic subject area assigned
- Some student teaching, approved internship, or related work experience
- Some experience working with children in an educational setting

**Special Knowledge/Skills:**

- Knowledge of academic subject assigned
- Basic knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communication, and interpersonal skills

**Major Responsibilities and Duties:**

**Instructional Strategies**

1. Follow teacher lesson plans and present information and instruction to help students learn subject matter and skills.
2. Collaborate with campus teachers and administration to support successful academic implementation.
3. Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect an understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
4. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
5. Work with other staff members to determine instructional goals, objectives, and methods according to district requirements.

**Student Growth and Development**

6. Be a positive role model for students and support the school district's mission.
7. Ensure confidentiality of all student's records, test scores, and personal information.

**Classroom Management and Organization**

8. Maintain an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
9. Manage student behavior in accordance with the Student Code of Conduct and the student handbook.
10. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
11. Maintain records and other documents required.

**Communication**

12. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

**Professional Growth and Development**

13. Participate in professional learning activities to improve job-related skills.
14. Comply with state, district, and school regulations and policies for classroom teachers.

**Other**

15. Follow district safety protocols and emergency procedures.
16. Perform all other duties as assigned.

**Supervisory Responsibilities:**

None

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

**Tools/Equipment Used:** Personal computer and peripherals; standard instructional equipment

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment

**Environment:** Work inside, may work outside; regular exposure to noise

**Mental Demands:** Maintain emotional control under stress; work prolonged or irregular hours

---

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_