

**Job Title:** Part-Time Tier 2 Instructor

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

**Reports to:** Principal

**Date Revised:** 2025

**Dept./School:** Assigned Campus(es)

**Pay Grade:** 18 hrs. per wk/\$30 per hour

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**Primary Purpose:**

Provide students with appropriate learning activities and experiences in the core academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth.  
Enable students to develop competencies and skills to function successfully in society.

**Qualifications:**

**Education/Certification:**

Bachelor's degree from accredited university  
Valid Texas teaching certificate with required endorsements  
Demonstrated competency in the core academic subject area assigned

**Special Knowledge/Skills/Abilities:**

Knowledge of core academic subject assigned  
Knowledge of curriculum and instructional best practices  
Excellent public relations, organization, communication, and interpersonal skills  
Ability to instruct students using a variety of technology applications and platforms  
Ability to develop relationships and maintain consistent contact with student, parents, and colleagues  
Ability to support students with computer set-up, navigation, and technology issues

**Experience:**

Completed student teaching or approved internship, or related work experience

**Major Responsibilities and Duties:**

**Instructional Strategies**

1. Develop and implement lesson plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required. Prepare lesson plans that reflect accommodations for differences in individual student differences.
2. Plan and use appropriate instructional interventions, assessments, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
3. Work collaboratively with the classroom teacher to design targeted instruction.
4. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.

**Student Growth and Development**

5. Provide timely feedback to students and track progress through a variety of methods.
6. Conduct ongoing assessment of student achievement through formal and informal testing.
7. Be a positive role model for students; support the mission of the school district.

**Classroom Management and Organization**

8. Create an in-person classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
9. Manage student behavior in accordance with Student Code of Conduct and student handbook.
10. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
11. Maintain a clean and orderly classroom and follow the classroom and school procedures as directed by the school.
12. Assist in selecting books, equipment, and other instructional materials.
13. Compile, maintain, and file all reports, records, and other documents required.

**Communication**

14. Be available in-person, by phone, or email to confer with district personnel, students, and/or parents.
15. Communicate with students or parents on a regular basis via in -person, phone, email, or district-approved website.
16. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

**Professional Growth and Development**

17. Participate in staff development activities to improve job-related skills.

**Other**

18. Maintain confidentiality and comply with policies established by federal and state law, State Board of Education Rule, and Local Board Policy.
19. Demonstrate superior customer service with district staff, students, and community stakeholders.
20. Follow district safety protocols and emergency procedures.

**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 text books 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

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

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_