

Homebound Teacher

Pemiscot County Special School District

Job Title:	Homebound Teacher
Department:	Instruction
Reports To:	Director of Special Education or designee
Classification:	Exempt (<i>This is either exempt or non-exempt and is determined in accordance with the Fair Labor Standards Act. Remember, what the person does, not their title determines exempt status.</i>)

Job Summary:

This employee is responsible for organizing and implementing an instructional program to meet the needs of students who are unable to attend school per IEP determination and design.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

QUALIFICATIONS: A valid Missouri teaching certificate, or substitute teacher's certificate; personal and professional qualities necessary for teaching and influencing students.

PERFORMANCE RESPONSIBILITIES:

1. Follows the policies and regulations set forth by the Pemiscot County Special School District Board.
2. Conducts oneself in a business-like and task-oriented manner.
3. Takes necessary precautions to protect the safety of the student and/or students, equipment, materials, and facilities.
4. Acquaints himself/herself with district and individual building policies affecting homebound teaching.
5. Confers with Director of Special Education or designee if there is a question about lesson plans, schedules, additional responsibilities and expectations.
6. Follows the lesson plans left by the regular class and/or case manager.
7. Follows the procedures, rules, and routines of the regular classroom teacher as described in the homebound instructions and/or lesson plans left by the case manager.
8. Maintains a detailed, accurate, and legible report of the material covered and information regarding student behavior as required.
9. Maintains an environment conducive to learning.
10. Maintains maximum supervision of assigned student and or students at all times.
11. Maintains confidentiality of all information.

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12. Arranges a time schedule for which to work with homebound student and or students.
13. Is responsible to ensure that the homebound student or students' grades and completed work are submitted and given to the assigned person.
14. Performs other duties as assigned by the Director of Special Education or designee.

Physical Demands:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25+ pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

This job requires that the homebound teacher travel to assigned place of instruction.

Conditions and Environment:

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Duties are performed primarily indoors. The environment where homebound instruction occurs varies. It could be at a school, in a home, in a counseling office, in a public library, at a police station, or a community center. The homebound teacher is responsible for implementing the instruction in the assigned place.

The information contained in this job description is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.