Job Title: Homebound Teacher
Wage/Hour Status: Exempt
Reports To: Director of Special Education
Date Revised: 1/31/17
Dept./School: Itinerant Special Education

Primary Purpose:
Provide instruction for students receiving homebound / hospital services as outlined in the General Education Homebound Services Plan and/or Individualized Education Program for students receiving special education services.

Qualifications:

Education / Certification:
Bachelor’s Degree
Valid Texas teaching certificate with required endorsements or training for subject and level assigned
Demonstrated competency in the core academic subject area assigned

ESL Certification is required for Pre-K and elementary teachers. *This requirement does not include elementary art, music, and physical education teachers.

Special Knowledge / Skills:
Knowledge of core academic subjects assigned
Knowledge of curriculum and instruction
Ability to instruct students and manage their behavior
Strong organizational, communication, and interpersonal skills

Experience:
At least one year of student teaching or approved internship

Major Responsibilities and Duties:
Assume responsibility for the organization and operation of work within the area of supporting students and staff working with special education students following federal program guidelines as directed by the district and as specified in 34 Code of Federal Regulations §300.208 (a)(1)

Provide campuses with guidelines / procedures for homebound services
Facilitate a seamless transition between home and school services
Implement recommended services / curriculum as outlined in the IEP
Job Title: Homebound Teacher

Organize and plan instruction for designated curricula area(s)

Assist in the selection of books, equipment, and other instructional materials

Present a positive role model for a student that supports the mission of the school district

Communicate effectively with campus staff regarding student performance / progress

Collaborate with classroom teacher to ensure successful implementation of home services

Collaborate with related services staff to implement integrated IEP as appropriate

Consistently assess student achievement through formal and/or informal testing

Manage student behavior in the home and administer discipline according to Board policies, administrative regulations, and IEP

Provide or supervise personal care, medical care and/or feeding of students as stated in the IEP

Establish and maintain open lines of communication with students and their parents

Work with student records to accurately reflect absences

Use acceptable communication skills to present information accurately and clearly

Exhibit professional judgment and responsibility at all times

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors

Perform other functions that may be assigned by the Administration and/or supervisor

Working Conditions:

Mental Demands:
Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; work with frequent interruptions

Physical Demands / Environmental Factors:
Frequent district wide travel; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator Date: 01-31-17
**Job Title:** Homebound Teacher

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** ____________________________  **Date:** ____________________________