

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Homebound Teacher	<b>Wage/Hour Status:</b>	Exempt
<b>Reports To:</b>	Director MTSS & 504	<b>Pay Range:</b>	820/830
<b>Dept./School:</b>	Family & Social Services	<b>Date Revised:</b>	1/21/2022

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**Primary Purpose:**

Provide educational services in a hospital/home setting to eligible general education students who are temporarily unable to attend classes on their home campus due to serious medical needs including illness.

**Qualifications:**

**Education/Certification:**

Bachelor's Degree

Valid Texas teaching certificate with required endorsements or training for subject and level assigned (General Education required, Special Education and/or ESL Certification, preferred)

Valid Texas Driver's License with a clear driving history and reliable transportation

**Special Knowledge/Skills:**

Knowledge of various forms of technology including Edgenuity, Google Suite, Outlook and Edugence

Ability to instruct students in varied, complex conditions and environments

Strong organizational and time management skills; effective communication skills

Knowledge of general curriculum and instruction across multiple levels

Knowledge of Federal, State, and Local Rules and Regulations for IDEA

Excellent communication skills

Strong organizational, communication, public relations, and interpersonal skills

Ability to problem solve

Project Management skills

**Experience:**

Minimum of three years as a classroom teacher

Minimum of three years in a campus/district leadership role

Minimum of three years implementing Positive Behavioral Interventions and Supports (PBIS) and Responsiveness to Instruction (RtI), Trauma Informed Care, Social-Emotional Needs, and/or Problem Solving Models at the classroom, school, or district level

**Job Title:** Homebound Teacher

Minimum of three years as an instructional coach

Minimum of three years developing and facilitating evidence based professional development at the district level

**Major Responsibilities and Duties:**

Demonstrate knowledge of and implement 504 Plans

Demonstrate organizational and time management skills to effectively serve students across multiple campuses and facilities

Participate in regular 504 or SST meetings to provide guidelines/procedures for homebound services

Demonstrate strong communication and interpersonal skills with the ability to be self-driven and independent while supporting and working with other homebound team members

Collaborate with students' teachers of record regularly to secure assignments/activities and any special information needed to provide engaging instruction to meet the students' needs

Implement engaging and effective instruction within and across disciplines, taking into consideration the cognitive, affective and physical abilities of each student due to the current medical conditions and treatments

Assess student progress through formal/informal testing and effectively collaborate and communicate with building staff, parents and students to ensure student's success

Build and maintain a positive and professional relationship with colleagues, students, parents, campus staff, hospital staff and various stakeholders within the community

Maintain professional relationships and educational discussions, as needed, with health and medical service providers in the student's home/hospital

Collaborate with student records/campus to accurately reflect student attendance and grades

Collaborate with families regularly to nurture regular family communication

Collaborate with families and campus student support team to ensure smooth transition of student going back to the campus setting with a Student Support Plan.

Maintain a high level of confidentiality of student records and situations following the guidelines of FERPA & HIPAA

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

Follow attendance policy as assigned by supervisor

Perform other duties 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

**Job Title:** Homebound Teacher

**Physical Demands/Environmental Factors:**

Frequent district wide and occasional statewide travel; occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds; prolonged use of computer and repetitive hand motions; may be required lifting and positioning students; controlling behavior through physical restraint; assisting non-ambulatory students

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**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:** 1/21/2022

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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:** \_\_\_\_\_