

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Homebound Teacher
Job Class Code: 2096
Pay Scale: per salary schedule

Reports to: DPP
Work Schedule: per salary table
Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Provides regular and special education instruction to homebound students.
- Consults with teachers/counselors at the students' assigned schools to coordinate class assignments.
- Collaborates with teachers/counselors at the assigned schools to appropriately evaluate homebound students' work completion.
- Administers state-standardized tests to students who are homebound at the time of the testing. Maintains student confidentiality.
- Provides instruction to meet the individual needs of students, including IEP goals and objectives.
- Selects and requisitions instructional materials, books, etc., and maintains inventory records.
- Evaluates each student's performance and growth in knowledge and understanding and prepares progress reports.
- Facilitate and ensure a smooth transition and return to the school of attendance when the student is determined able to return.
- Complete and deliver the Home Instruction Teacher Report at the end of the assignment to the Home Instruction Teaching Services Office.
- Collaborate with the school of attendance teacher(s) (elementary, middle or high school) to achieve the goals of the Home Instruction: (1) to return the student to school at the point they are well or able, and (2) to return them back into those classes that they left when they became ill.
- Understands that Home Instruction teaching may be fluid and "temporary", with the goal to help students maintain their academic rigor as closely as possible, ultimately allowing reintegration following their time away from school.
- Maintains communication and follow guidance from the school of attendance teacher(s)-of-record to implement and carry out lesson plans provided by the teacher(s)-of-record, keeping to the scope and sequence of activities that can be duplicated at home.
- Proctors tests and quizzes and return them to the teacher(s)-of-record for assessment and grading.
- Participate in professional learning opportunities as needed.

MINIMUM QUALIFICATIONS

Education: Bachelor's and/or Master's Degree
Certification/Licensure: Valid Kentucky Teacher certification

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.