

SECTION TEACHING/EDUCATIONAL SERVICES PERSONNEL

AREA EDUCATIONAL SERVICES PERSONNEL

TITLE: Homebound Instructor

QUALIFICATIONS:

1. Appropriate New Jersey Teacher certificate.
2. Such additional qualifications as the Board of Education may deem appropriate.

REPORTING RESPONSIBILITY:

The Homebound Instructor is directly responsible to the Supervisor of Pupil Services.

JOB GOAL:

The homebound Instructor provides instruction to students who have been determined eligible for home instruction by a physician or a child study team.

TERMS OF EMPLOYMENT:

Temporary, hourly employment on an on-call basis.

PERSONAL EVALUATION:

The Homebound Instructor will be evaluated informally by the Supervisor of Pupil Services following each assignment. The evaluation will be based in part on the performance of the responsibilities indicated in this position description.

PERFORMANCE RESPONSIBILITIES:

A. Specific Responsibilities

1. Provides effective instruction for students who have been determined eligible for home instruction.
2. Contacts student's guidance counselor at high school or middle school level, or student's classroom teacher at elementary level to determine the appropriate instructional program.
3. Maintains written instructional plans for students.
4. Prepares progress reports on approved forms to keep school personnel current in regard to pupil progress.
5. Works with students to insure smooth transition to classroom.

B. Professional Competencies

1. Demonstrates knowledge and understanding of subject matter.
2. Directs instruction toward stated school goals.
3. Uses an ongoing evaluation process to determine students' progress.
4. Maintains a kind, courteous manner with students.
5. Maintains cooperative parent/guardian relationships.

C. General Professional Responsibilities

1. Demonstrates proficiency in the use of English by communicating with reasonable clarity, conciseness, and precision in both speaking and writing.
2. Shares responsibility for appropriate care of materials borrowed from students' homebase schools.

D. Other Duties and Responsibilities

1. Performs other duties and responsibilities incidental to the position or as assigned by the Supervisor of Pupil Services.