

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Homebound Teacher

EMPLOYEE CATEGORY: 3/Instructional Personnel

QUALIFICATIONS:

1. Meet the following requirements for certification pursuant to F.S. 231.17:
 - a. File a written statement under oath that the applicant subscribes to and will uphold the principals incorporated in the Constitutions of the United States and of the State of Florida;
 - b. Be at least 18 years of age or have received a bachelor's degree from an accredited institution of higher learning; however, beginning August 1, 1985, at least 30 of the total number of semester hours required for the baccalaureate degree for a secondary school teacher shall be earned in courses offered by a college other than a college of education in the field of specialization;
 - c. Meet such academic and professional requirements based on credentials certified by standard institutions of higher learning, including any institutions of higher learning in this state which are accredited by an accrediting association which is a member of the Council on Postsecondary Accreditation, as may be prescribed by the state board.
 - d. Be competent and capable of performing the duties, functions and responsibilities of a teacher;
 - e. Be of good moral character, and
 - f. File a complete set of fingerprints that have been taken by an authorized law enforcement officer, which set of fingerprints shall be submitted to the Department of Law Enforcement for state processing and to the Federal Bureau of Investigation for federal processing; the cost of such processing shall be borne by the applicant.
2. Each professional certificate issued shall be valid for a period not to exceed 5 years. Each applicant for initial professional certification shall demonstrate, on a comprehensive written examination or through such other procedures as may be specified by the state board, mastery of those minimum essential generic and specialization competencies and other criteria as shall be adopted into rules by the state board, including, but not limited to, the following:
 - a. The ability to write in a logical and understandable style with appropriate grammar and sentence structure;
 - b. The ability to read, comprehend, and interpret professional and other written material;
 - c. The ability to comprehend and work with fundamental mathematical concepts;
 - d. The ability to recognize signs of severe emotional distress in students and to apply techniques of crisis intervention with emphasis on suicide prevention and positive emotional development.
 - e. The ability to recognize signs of alcohol and drug abuse in students and to apply counseling techniques with emphasis on intervention and prevention of future abuse;

- f. The ability to recognize the physical and behavioral indicators of child abuse and neglect, to know rights and responsibilities regarding reporting, to know how to care for a child's needs after a report is made and to know recognition, intervention, and prevention strategies pertaining to child abuse and neglect that can be related to children in a classroom setting in a non-threatening, positive manner.
 - g. The ability to comprehend patterns of physical, social, and academic development in students in the regular classroom, and to counsel the same students concerning their needs in these areas; and,
 - h. The ability to recognize and be aware of the instructional needs of exceptional students.
3. The state board shall, no later than July 1, 1987, adopt rules which specify the minimum essential generic and subject matter competencies to be demonstrated by means of the written examination and those to be demonstrated by other means. The written examination may be taken by any individual enrolled in an accredited postsecondary institution that pays the appropriate fee and completes the required application procedures prior to graduation.
 - a. Until July 1, 1988, the examination shall be developed by the commissioner and shall consist of one part covering reading, writing, and mathematics and of a second part covering professional skills. Effective July 1, 1988, the examination shall require a candidate to demonstrate the following:
 1. Mastery of general knowledge, including the ability to read, write, and use a computer;
 2. Mastery of professional skills; and
 3. Mastery of the subject matter in each area for which certification is being sought.
 4. Applicants for certification in a vocational field shall be required to demonstrate competence on a subject area examination which may include a performance component and which has been validated and correlated to state curriculum frameworks and student performance standards and approved by the State Board of Education. In those subject areas in which a validated national or state examination is not available, a review panel consisting of industry personnel knowledgeable in the field shall be established by the department. The panel shall, by an oral or written review based on the state-approved standards, assess the applicant's attainment of the necessary knowledge and skills in the subject area.
 5. Be certified by the Florida Department of Education to serve at the grade or class level of his/her assignment and in the subject/service area of his/her assignment.
 6. Complete six (6) hours of approved college credit annually in area(s) necessary for certification when not certified in an area of major responsibility. WCSB Administrative Rule 6 GX 3.06 2. (9a).

1-12b

REPORTS TO: Director of Instruction

JOB GOAL

Instructional Personnel in support positions are to complement the efforts of direct instructional personnel by providing personal and material resources to teachers and students in achieving this job goal.

PERFORMANCE RESPONSIBILITIES:

1. Obtain a referral form from the principal on each student referred including the attending physician's recommendation and length of time that each student will be unable to attend regular classes.
2. Participate in staffing and development of the individual education plan for the student.
3. Obtain the student's assignments from the teacher(s) and the necessary materials needed to complete assignments.
4. Maintain close contact with the school during the student's participation in the program.
5. Set up convenient times with the students and parents to work with the students.
6. Work with the students in order to help them:
 - a. Retain good study habits
 - b. Achieve up to their ability levels.
 - c. Keep up with their classes.
 - d. Be prepared for re-entry into the regular programs when their physical conditions permit.
7. Perform other duties assigned by the Principal or required by School Board policies.

PHYSICAL REQUIREMENTS: Light Work

Exerting 20 pounds or more of force occasionally and/or 10 pounds of force regularly to move objects.

TERMS OF EMPLOYMENT: 10 Month/School Year

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION: Annually or at the end of each employment period

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY ITEM NUMBER: 1